

FORM IPEDS-C
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM

COMPLETIONS SURVEY

1995-96

NOTE – The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

The collection and reporting of racial/ethnic data on this survey are MANDATORY for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: October 1, 1996

1. Name of respondent

2. Title of respondent

3. Telephone

Area code, number, extension

4. E-Mail address

FAX number

PURPOSE OF THE SURVEY

The primary purpose of this survey is to collect basic data on the number of recognized completions in postsecondary education programs by the type of program, level of award, and degree conferred; to monitor changes in postsecondary education completions; and to promote research involving patterns of degrees conferred. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States . . .," (P.L. 103-382, National Education Statistics Act, Sec. 404(a)).

USES OF DATA

Completion data constitute the only national source of information on the availability and location of highly trained manpower. Information on completers of postsecondary education programs is used extensively by Federal and State government agencies for manpower planning; by business and industry and other groups for recruiting purposes; and by researchers and others to study manpower supply and demand.

CERTIFICATION – I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

4. Name (Type or print)

5. Title

6. Telephone (Area code, number, ext.)

7. Signature

8. Date

Changes from the 1994-95 form for
1995-96 COMPLETIONS SURVEY

No changes this year.

COMPLIANCE REQUIREMENTS FOR THE OFFICE FOR CIVIL RIGHTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the Completions survey. Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

100.6(b) Compliance Reports – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 6.0 hours per response, with an average of 2.7 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

C

If information has been preprinted (based on last year's report) — *Verify that the information is correct for the current year. Please make any corrections in RED.*

Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996

AWARD LEVELS

- 1 Awards of less than 1 academic year below the bachelor's level (*less than 900 contact or clock hours*)
- 2 Awards of at least 1 but less than 2 academic years below the bachelor's level (*at least 900 but less than 1800 contact or clock hours*)
- 3 Associate's Degrees

- 4 Awards of at least 2 but less than 4 academic years below the bachelor's level (*at least 1800 but less than 3600 contact or clock hours*)
- 5 Bachelor's Degrees
- 6 Postbaccalaureate Certificates
- 7 Master's Degrees

- 8 Post-Master's Certificates
- 9 Doctor's Degrees
- 10 First-professional Degrees
- 11 First-professional Certificates (Post-Degree)

Please read the instructions for reporting Part A data before continuing. Verify the award level for each program listed below that was reported last year. Note that programs may be listed more than once with different award levels.

CIP codes and program titles	Award level	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)

Part A — POSTSECONDARY COMPLETIONS

[illegible]

Part A — POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996 — Grand Totals

99.0000 Summary totals	Award level	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
Grand total — Less than 1 year	01																
Grand total — At least 1 but less than 2 years	02																
Grand total — Associate's Degrees	03																
Grand total — At least 2 but less than 4 years	04																
Grand total — Bachelor's Degrees	05																
Grand total — Postbaccalaureate Certificates	06																
Grand total — Master's Degrees	07																
Grand total — Post-Master's Certificate	08																
Grand total — Doctor's Degrees	09																
Grand total — First-professional Degrees	10																
Grand total — First-professional Certificates	11																

Remarks

Part B — CLARIFYING QUESTIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996

C

1. Double Majors

In Part A of this survey, degrees to students with double majors are to be reported once, in the field in which the degree was awarded. (NOTE — This is different from students receiving two degrees — these are both reported in Part A.) The second component of the double major is not reported, which may result in misleading undercounts of some fields of study. In order to gauge the magnitude of this situation, NCES is asking institutions to provide counts of the number of associate's, bachelor's, master's, and doctor's degrees reported in Part A that were awarded with double majors.

DEGREE LEVEL	Men	Women
a. Associate's		
b. Bachelor's		
c. Master's		
d. Doctor's		

2. Awards conferred at branch campuses in foreign countries

In the space provided below, please indicate the total number of awards by level conferred by branch campuses in foreign countries between July 1, 1995 and June 30, 1996. NOTE — The counts are NOT included in Part A totals.

AWARD LEVEL	MEN	WOMEN
a. Less than 1 year		
b. At least 1 but less than 2 years		
c. Associate's degrees		
d. At least 2 but less than 4 years		
e. Bachelor's degrees		
f. Postbaccalaureate certificates		
g. Master's degrees		
h. Post-masters certificates		
i. Doctor's degrees		
j. First-professional degrees		
k. First-professional certificates		

GENERAL INSTRUCTIONS — C

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report make any necessary corrections to the preprinted address information. Also, enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

All degrees and other formal awards conferred by your institution between July 1, 1995 and June 30, 1996 should be reported on this form.

COVERAGE

Report all degrees and awards conferred during the reporting period. Awards/degrees earned but not yet conferred should be reported in next year's survey. If an individual received two degrees at different levels (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the academic year), report each degree in its appropriate classification.

Exclude from this report —

- Degrees and awards conferred by branches of your institution located in foreign countries (*see Part B, Question 2*)
- Honorary degrees and awards

PROGRAM CLASSIFICATION

This form uses the 1990 version of the Classification of Instructional Programs (CIP) to identify the specific programs in which completions should be reported. A complete list of the CIP codes and program titles is included in the IPEDS package.

Part A — Postsecondary Completions

Part A applies to all award levels ranging from postsecondary certificates of less than one year to doctorate level degrees. Include completions in academic as well as vocational or occupational programs.

Preprinted programs — The survey form includes a preprinted list of those programs with their corresponding 6-digit CIP codes and their appropriate award levels that have previously been reported by your institution. The award levels and their codes are noted at the top of Part A. Please verify these levels before completing this form. Note that a program and its 6-digit CIP code may be listed more than once if the program is offered at different award levels. For all programs with completions awarded at the level indicated, enter the number of awards conferred during the reporting period in the appropriate columns (*see Reporting Students by Racial/Ethnic Category and Sex*).

Programs with no completions — If, during the reporting period, your institution no longer offered one or more of the preprinted programs at the award level indicated, delete them

by drawing a line through the program title(s). Do not delete a program/award level if you expect it to have completions in future years. Enter zero (0) in the total columns if there were no completions in a program but your institution still offers the program at that level.

Adding programs — If awards were conferred in any additional 6-digit programs or levels that were not preprinted, proceed as follows:

- (a) Refer to the 1990 revised version of the Classification of Instructional Programs (CIP) booklet to determine the appropriate program title that most closely matches your program and enter the 6-digit CIP code and its program title in the appropriate column. *Do not report CIP's 21 and 32 through 37.* These refer to Technology Education/Industrial Arts and Personal Improvement and Leisure programs.
- (b) If no title on the CIP listing can be used to describe the program, either:
 - Enter the data under the "general" category (xx.0101); or
 - Enter the exact title of the program and assign the "other" code (xx.9999) in column 1. DO NOT develop any other new CIP code numbers.

NOTE — Use the "general" category to connote a program covering two or more 6-digit programs and the "other" category when no appropriate 6-digit program can be found.
- (c) Choose one of the 11 levels of awards listed at the beginning of Part A, and enter the correct code for each newly listed program in the Award level column.
- (d) Enter the number of awards conferred during the reporting period in the appropriate columns.

Photocopy as many blank pages as needed for additional reporting.

Award categories

Report all master's degrees using Award Level "7," except for the Master of Divinity degree which is classified as first-professional (Award Level "10"). NOTE — Even though the master's degree is required in some fields (e.g., Library Science, Hospital Administration, or Social Work) for employment at the professional level, as in the case of Social Work, where four years of undergraduate work are required for entrance into the program and an additional two years for completion; these are to be reported as Award Level "7."

Post-master's certificates (Award Level "8") should include, but not be limited to, recognition granted to students who have completed all but their dissertation (ABD's) and thus are not seeking the doctor's degree; Candidate in Philosophy; and Specialist in Education (Ed. S.).

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – C — Continued

CLASSIFICATION OF DEGREES ACCORDING TO MAJOR FIELD OF STUDY

- **Specific Classification** — Classify degrees and awards as specifically as the list of CIP programs permits. Thus, report a bachelor's degree in Business Administration with a business economics major in Business/Managerial Economics (52.0601), not in Business, General (52.0101).
- **Degree of Doctor of Philosophy** — Classify the Doctor of Philosophy degree according to the student's major field of study. Thus, a Ph.D. in chemistry should be reported as a degree in chemistry, not as one in philosophy.
- **Majors of Students Prepared to Teach** — The general rule is to classify degrees according to the major area of specialization. This means that degrees to students who may be qualified to teach an academic subject, such as English, biology, or foreign languages, but did not pursue a program solely for the purpose of teaching, should be reported in English Language and Literature/Letters (23.xxxx), Biological Sciences/Life Sciences (26.xxxx), and Foreign Languages and Literatures (16.xxxx) respectively, not in Education (13.xxxx).

On the other hand, the degrees of students who have completed a program that is specifically preparing them to teach special subjects, such as agriculture, art, music, etc., should be reported in Agricultural Teacher Education (Vocational) (13.1301), Art Teacher Education (13.1302), Music Teacher Education (13.1312), etc.

- **Split Majors** — When a student graduates with a split major, report the award in the area of greater specialization, if possible. Otherwise, the award should be reported in the program closest to the combination. If neither of these approaches can be used, the award should be reported as follows:
 - If the split major involves two program specialties within the same program category, use the "general" or "multiple emphasis" program specialty. For example, a split major involving two languages should be reported in Foreign Languages and Literatures, General (16.0101); a major in history and political science should be reported under Social Sciences, General (45.0101).
 - If the split major involves program specialties from different program categories, the award should be reported under the one of greater specialization.

NOTE — All awards must be reported as whole numbers. Do not report fractions of an award.

- **Double Majors** — When a student graduates with a major in two program specialties, report the degree in the field in which the degree was awarded. NOTE — *See Part B, Clarifying Questions, for further reporting of double majors.*
- **Two Degrees** — If a student actually receives two degrees based on two independent courses of study, (e.g., one in Business and Management and one in Foreign Languages), report each degree under the appropriate program category.
- **General Majors** — The term "general major" is used to designate diversified curriculums within an area of study. Ordinarily, degrees based on a general major should be reported in one of the "general" program specialties of the CIP, e.g., Physical Sciences, General (40.0101); Social Sciences, General (45.0101); Mathematics (27.0101); etc.
- **Multi/Interdisciplinary Studies** — These refer to fields of study which represent two or more broad program categories, e.g., Mathematics and Computer Science (30.0801). These are found within the 2-digit CIP "30". If

reporting awards under similar fields of study which are not in the current CIP listing, use "30.9999", making sure to specify the exact name of the multi/interdisciplinary study.

- **Arts and Sciences or General Programs Not Organized in Occupational Curriculums** — These are certificates or degrees based on less than four years of work in the arts and sciences or general programs not organized in occupational curriculums. Such awards should be reported under one of the Liberal Arts and Sciences, General Studies and Humanities (24.01xx) programs.
- **First-professional degrees** — First-professional degrees (Award Level "10") may be reported for the following program specialties:
 - Chiropractic (D.C., D.C.M.) (51.0101)
 - Dentistry (D.D.S., D.M.D.) (51.0401)
 - Medicine (M.D.) (51.1201)
 - Optometry (O.D.) (51.1701)
 - Osteopathic Medicine (D.O.) (51.1901)
 - Pharmacy (Pharm.D.) (51.2001)*
 - Podiatry (D.P.M., D.P., Pod.D.) (51.2101)
 - Veterinary Medicine (D.V.M.) (51.2401)
 - Law (L.L.B., J.D.) (22.0101)
 - Theology (M.Div., M.H.L., B.D., or Ordination) (39.0602, 39.0603, or 39.0605)

*NOTE — *Report the Bachelor of Pharmacy degree as CIP 51.2001, Award Level 5.*

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (see Compliance Requirements, page 2) and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act.

Method of collection — The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed.

Assignment to categories — For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category.

Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens. (*See definitions below.*)

Racial/ethnic descriptions — Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are —

- **Black, non-Hispanic** — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian or Alaskan Native** — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

GENERAL INSTRUCTIONS – C — Continued

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX — Continued

- **Asian or Pacific Islander** — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Hispanic** — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **Nonresident alien** — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

NOTE — Nonresident aliens are to be reported separately, in the columns provided, rather than included in any of the five racial/ethnic categories above. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that

conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** — This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the racial/ethnic categories during established enrollment procedures or in an any post-enrollment identification or verification process.

In columns (15) and (16), report the grand total of all award recipients for the program/award level specified, regardless of race/ethnicity or citizenship.

Part B — Clarifying Questions

- **Double majors** — As specified in the instructions for Part A, degrees awarded to students who graduate with a double major are reported in the field in which the degree was awarded or one field is chosen for reporting purposes. Thus there is an underreporting of degrees in the other component program area of the double major. In order to begin measuring the magnitude of this situation, NCES is asking institutions to report by sex the total number of double majors awarded for associate's, bachelor's, master's, and doctor's degrees.
- **Awards conferred at branch campuses in foreign countries** — These degrees are not included in the Part A counts; however, NCES is requesting that these data be reported separately by level of award and sex of recipient.

GLOSSARY COMPLETIONS SURVEY — C

AMERICAN INDIAN OR ALASKAN NATIVE — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDER — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

BACHELOR'S DEGREE — An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

BLACK, NON-HISPANIC — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a

numerical classification and standard terminology for secondary and postsecondary instructional programs.

CIP CODE — A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

CREDIT HOUR — A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

DEGREE — An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

DOCTOR'S DEGREE — The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

GLOSSARY

COMPLETIONS SURVEY — C

FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE) — An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

FIRST-PROFESSIONAL DEGREE — An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields:

- Chiropractic (D.C. or D.C.M.)
- Pharmacy (Pharm.D.)
- Dentistry (D.D.S. or D.M.D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Medicine (M.D.)
- Veterinary Medicine (D.V.M.)
- Optometry (O.D.)
- Law (L.L.B., J.D.)
- Osteopathic Medicine (D.O.)
- Theology (M.Div., M.H.L., B.D., or Ordination)

HISPANIC — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

MASTER'S DEGREE — An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

NONRESIDENT ALIEN — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

POSTBACCALAUREATE CERTIFICATE — An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master.

POST-MASTER'S CERTIFICATE — An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR) — Requires completion of an organized program of study at the

postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full time.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

PROGRAM SPECIALTY — A specific instructional program that can only be identified by a 6-digit CIP code.

RACE/ETHNICITY — Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are:

- Black, non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, non-Hispanic

RESIDENT ALIEN (and other eligible non-citizens) — A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

WHITE, NON-HISPANIC — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

FORM IPEDS-L
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEMACADEMIC LIBRARIES SURVEY
1996

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Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: November 15, 1996

1. Name of respondent	2. Title of respondent	3. Telephone
		Area code, number, extension
4. E-Mail address	FAX number	

Does your institution have its own library, report with another institution or are you financially supporting a shared library with another institution?

- 1 ☐ Has own library as defined in Part A of the instructions. — *Please complete this survey.*
- 2 ☐ Has own library but reports with another library — *Go to Combined Data sheet, page 4*
- 3 ☐ Does not have own library but contributes financial support to a shared library with the following postsecondary institution(s). A shared library is a facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor. — *Please complete the item below and return blank survey form to the address shown above.*

UNITID	Name of Institution

- 4 ☐ Does not have own library — *Please return this blank survey to the address shown above*

Changes from the 1994 form for
1996 ACADEMIC LIBRARIES SURVEY

► Cover sheet — Own library question

The question has been expanded to allow for combined or shared library systems.

► Part E — Library Services, Fiscal Year 1996

Data requests for document delivery/interlibrary loans provided to other libraries, as well as those received from other libraries or commercial services, have been expanded to request separate reporting for returnables and non-returnables, as well as the total.

► Part G — Electronic Services

This part was added to identify the availability of electronic services within the library system. The questions require a "yes" or "no" response to the availability of the various services listed.

PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES) collects these data periodically to obtain and report a comprehensive picture on the status of collections, transactions, staff, service per typical week, and library operating expenditures in postsecondary institutions. The survey is being conducted in compliance with the Center's mission "to collect, and analyze, and disseminate statistics and other data related to education in the United States . . .", (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

USES OF DATA

Collection of these data over time will enable the nation to plan effectively for the development and use of postsecondary education library resources. Congress uses the data to assess the need for revisions of existing legislation concerning libraries and the allocation of Federal funds. Federal agencies need the data to evaluate and administer library programs. State education agencies and college librarians and administrators use the data for regional and national comparisons of library resources to plan for the effective use of funds. Finally, library associations and researchers use the survey results to determine the status of library operations and the profession.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 6.0 hours per response, with an average of 2.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

REMARKS SECTION — *Please enter any remarks you may have in this section. By entering any explanations here, you may eliminate the need for telephone contact at a later date.*

NOTICE OF COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH

CN

The institution named on this report is including Libraries Survey data for other institutions/branches.

- ☐ No
☐ Yes — *Please indicate below, the UNITID (if known), name and address of the institutions for which data are included.*

UNITID	Institution name	Address	City	State	ZIP Code

The Libraries Survey data for this institution are reported by another institution.

- ☐ No
☐ Yes — *Please list the UNITID, name, and address of the reporting institution.*

UNITID	Institution name	Address	City	State	ZIP Code

<div> <div>Part A — NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1996</div> <div>L</div> </div>		
Line No.	Item	Number
01	Branch and independent libraries — <i>Exclude main or central library.</i>	

<div> <div> Part B — LIBRARY STAFF, FALL 1996 <i>(Exclude maintenance and custodial staff.)</i> </div> <div>NOTE: Report data to two decimals.</div> </div>		
Line No.	Staff	Number of full-time equivalents
02	Librarians and other professional staff	
03	All other paid staff (except student assistants)	
04	Contributed services staff	
05	Student assistants from all funding sources	
06	Total full-time equivalent staff — <i>(Sum of lines 2 through 5)</i>	

Part C — LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1996

L

NOTE: Do not report the same expenditures more than once.

Line No.	Category	Amount (Whole dollars only)
07	Salaries and wages — <i>Exclude employee fringe benefits.</i> Librarians and other professional staff	\$
08	All other paid staff (except student assistants)	
09	Student assistants	
10	Information resources Books, serial backfiles, and other print materials — <i>Exclude current serials and all microforms.</i>	
11	Current serials — <i>Exclude microforms, audiovisual materials, and machine-readable materials.</i>	
12	Microforms — <i>Include current serials.</i>	
13	Audiovisual materials — <i>Include current serials.</i>	
14	Computer files and search services — <i>Include current serials.</i>	
15	Document delivery/Interlibrary loan	
16	Other	
17	Preservation	
18	Furniture and equipment — <i>Exclude computer equipment.</i>	
19	Computer hardware and software — <i>Include maintenance.</i>	
20	Bibliographic utilities, networks, and consortia	
21	All other operating expenditures	
22	Total operating expenditures (<i>Sum of lines 7 through 21</i>)	\$

23	Employee fringe benefits (if paid from the library budget)	\$
----	--	----

Part D — LIBRARY COLLECTIONS, FISCAL YEAR 1996

L

Line No.	Category	Total number —	
		Added during fiscal year (1)	Held at end of fiscal year (2)
24	Books, serial backfiles, and government documents that are accessible through the library's catalog — <i>Include bound periodicals and newspapers and exclude microforms.</i> Volumes		
25	Titles		
26	Government documents — <i>Include government documents that are not reported elsewhere.</i> Units		
27	Titles		
28	Current serials — <i>Include periodicals, newspapers, and government documents.</i> Total number of paid and unpaid subscriptions		
29	Titles (number of unique titles)		
30	Microforms Units		
31	Titles		
32	Manuscripts and archives — Linear feet		
33	Cartographic materials — Units		
34	Graphic materials — Units		
35	Sound recordings Units		
36	Titles		
37	Film and video materials Units		
38	Titles		
39	Computer files Units		
40	Titles		
41	Other library materials — Units		

Part E — LIBRARY SERVICES, FISCAL YEAR 1996		
Line No.	Category	Number
42	Circulation transactions General collection	
43	Reserve collection	
44	Document delivery/Interlibrary loans provided to other libraries Returnable	
45	Non-returnable	
46	Total	
47	Document delivery/Interlibrary loans received from other libraries or commercial services Returnable	
48	Non-returnable	
49	Total	
50	Information service to groups Number of presentations	
51	Number of persons served in presentations	

Part F — LIBRARY SERVICES, TYPICAL WEEK, FALL 1996		
Line No.	Category	Number
52	Public service hours in a typical week	
53	Gate count in a typical week	
54	Reference transactions in a typical week	

Part G — ELECTRONIC SERVICES

L

This section requests information about the availability of electronic services in the library and elsewhere on campus and off campus access by your primary clientele, and other users. — *Please respond to each item by marking an (X) in the appropriate column.*

Line No.	Category	Mark (X) appropriate column.							
		Access from —				Access off campus by —			
		Within library		Elsewhere on campus		Primary clientele		Others	
		(1)	(2)	(3)	(4)	(3)	(4)	(3)	(4)
		Yes	No	Yes	No	Yes	No	Yes	No
55	Does the library or parent institution offer the following services? An electronic catalog that includes the library's holdings								
56	Electronic indexes and reference tools								
57	Electronic full text periodicals								
58	Electronic full text course reserves								
59	Electronic files other than the catalog (e.g., finding aids, indices, manuscripts) created by library staff								
60	Internet access								
61	Library reference service by e-mail								
62	Capacity to place interlibrary loan/document delivery requests electronically								
63	Electronic document delivery by the library to patron's account/address								
64	Computers not dedicated to library functions for patron use inside the library								
65	Computer software for patron use inside the library (e.g., word processing, spreadsheet, custom applications, etc.)								
66	Technology in the library to assist patrons with disabilities (e.g., TDD, specially equipped work stations)								
67	Instruction by library staff on use of Internet resources								

GENERAL INSTRUCTIONS — L

Please respond to each item on this form in the space provided. If the appropriate answer is zero or none, use "0." If you do not collect data for an item, provide your best estimate. PLEASE DO NOT LEAVE ANY LINES BLANK. If a line is left blank, NCES will impute a figure using the average for institutions with similar characteristics. Include data for the main or central library and all branch and independent libraries that were open all or part of fiscal year 1996.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

Report information for the following time periods as specified in each section:

1. Fiscal year 1996 — Any 12-month period between June 1, 1995 and September 30, 1996 which corresponds to your institution's fiscal year. (For Sections A, C, D, E)
2. Typical week, Fall 1996 — A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days. (Section F)
3. Fall 1996 — The period during the fall of 1996 when the survey form is being completed. (Section B – Library Staff)

Part A — NUMBER OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1996

Library — An entity that provides all of the following:

1. An organized collection of printed or other materials, or a combination thereof;
2. A staff trained to provide and interpret such materials as required to meet the informational, cultural, recreational, or educational needs of clientele;
3. An established schedule in which services of the staff are available to clientele;
4. The physical facilities necessary to support such a collection, staff, and schedule.

This includes libraries that are part of learning resource centers.

Shared library – A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one education institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor.

Branch and independent libraries (line 1) — Report the number of branch and independent libraries at your institution that were open all or part of FY 1996. EXCLUDE THE MAIN OR CENTRAL LIBRARY. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library of an institution which have a basic collection of books and other materials, a regular staffing level, and an established schedule. Branch and independent libraries are administered either by the central library or, as in the case of some libraries (such as law, medical, etc.), through the administrative structure of other units within the university. Departmental study/reading rooms are not included. Include data for all branch and

independent libraries on the campus. Include libraries on branch campuses (i.e., located in another community) if those campuses are registered under the same NCES UNITID number as the main campus.

Part B — LIBRARY STAFF, FALL 1996

Full-time equivalent (FTE) employees — Report the number of filled or temporarily vacant full-time equivalent (FTE) positions during Fall 1996 paid from funds under library control. To compute full-time equivalents of part-time employees and student assistants, take the TOTAL number of hours worked per week by part-time employees IN EACH CATEGORY and divide it by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK WEEK (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.5 FTE). Data should be reported to two decimal places.

Librarians and other professional staff (line 2) — Report the total FTE of librarians and other professional staff, including administrators. Report staff members doing work that requires professional education (the master's degree or its equivalent) in the theoretical and scientific aspects of librarianship; also, in some libraries, staff performing professional level tasks who, though not librarians, have equivalent education and training in related fields (e.g., archives, computer sciences, business administration, education).

All other paid staff (except student assistants) (line 3) — Report the total FTE of all other library staff who are paid annual salaries or hourly wages except students, who are reported on line 5. Include technical and clerical staff, but exclude maintenance and custodial staff.

Contributed services staff (line 4) — Report the total FTE for contributed services staff. Contributed services staff are those, such as members of religious orders, whose services are valued by bookkeeping entries rather than by full cash transactions. Do not include volunteers.

Student assistants from all funding sources (line 5) — Report the total FTE of student assistants, employed on an hourly basis whose wages are paid from funds under library control or from a budget other than the library budget, including College Work Study Program. Exclude maintenance and custodial staff.

Total FTE staff (line 6) — Report the sum of lines 2 through 5.

Part C — LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1996

Expenditures (lines 7–23) — Report funds expended by the library in fiscal year 1996 (regardless of when received) from its regular budget and from all other sources, e.g., research grants, special projects, gifts and endowments, and fees for services. If items in this section are not paid from the library budget but can be easily identified in other parts of the institution's budget, report them here. Expenditures should be reported for the 12-month period which corresponds to your library's fiscal year between the calendar period June 1, 1995, to September 30, 1996. All expenditures should be reported in whole dollars in the most appropriate category to provide an unduplicated count of expenditures. Exclude expenditures for new buildings and building renovation. DO NOT REPORT ANY EXPENDITURES MORE THAN ONCE.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS - L — Continued

Part C — LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1996 — Continued

Salaries and wages (lines 7-9) — Report expenditures for full-time and part-time salaries and wages before deductions. Exclude employee fringe benefits provided by your institution for all regular library staff which may be reported on line 23. Include salaries and wages from all sources paid to students serving on an hourly basis. Federal funds paid to students in the College Work Study Program should be reported here. Exclude contributed services and maintenance and custodial staff.

Books, serial backfiles, and other print materials (line 10) — Report expenditures for all materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require magnification: books, government documents, braille materials, ephemeral print materials, and the like. Exclude current serial subscriptions and microforms.

Current serials (line 11) — Report expenditures for current subscriptions to serials. These are publications issued in successive parts, usually at regular intervals, and, as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Exclude expenditures for microforms, audiovisual materials, and machine-readable materials.

Microforms (line 12) — Report expenditures for all photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, microcard, microfiche, and ultrafiche. Include current serials.

Audiovisual materials (line 13) — Report expenditures for all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as three-dimensional materials. Include current serials.

Computer files and search services (line 14) — Report expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, electronic journals, and reference tools on CD-ROM, tape, or disk. Include current serials. Include expenditures for online searches of remote databases. Include expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude expenses for library system software and microcomputer software used only by the library staff which are reported on line 19.

Document delivery/Interlibrary loan (line 15) — Report expenditures for document delivery and interlibrary loan services. Include fees paid for photocopies, costs of telefacsimile transmission, royalties and access fees paid to provide document delivery or interlibrary loan. Include fees paid to bibliographic utilities if the portion paid for interlibrary loan can be separately counted. Do not count expenditures related to transactions between the main or central library and any libraries reported in Part A, transactions between libraries reported in Part A, or expenditures for on campus delivery.

Other (line 16) — Report any other collection expenditures not already included on lines 10-15 such as expenditures for cartographic materials and manuscripts.

Preservation (line 17) — Report expenditures for the activities associated with maintaining library and archival materials for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, deacidification, lamination, and restoration.

Furniture and equipment (line 18) — Report expenditures for all library furniture and equipment purchased during the 1996 fiscal year. Include microform equipment, audiovisual equipment, and related maintenance costs.

Computer hardware and software (line 19) — Report expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Include expenditures for maintenance. Include the expenditure for equipment used to run information service products when that expenditure can be separated from the price of the product. Exclude expenditures reported on line 14.

Bibliographic utilities, networks, and consortia (line 20) — Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, and consortia. Exclude expenditures already reported on lines 14 and 15.

All other operating expenditures (line 21) — Report all other expenditures not already reported on lines 7-20 except employee fringe benefits which are reported on line 23. Exclude expenditures for new buildings and building renovations.

Total (line 22) — Report the sum of lines 7 through 21.

Employee fringe benefits (line 23) — If benefits are paid from the library budget, report the amount here.

Part D — LIBRARY COLLECTIONS, FISCAL YEAR 1996

NOTE — Government documents should be included in the count for each format (i.e., lines 24, 25, and 28-41).

Column (1), Total number added during fiscal year — Report the gross number of each category added. Do not subtract the number withdrawn.

Column (2), Total number held at end of fiscal year — Report the total number of each category held at end of fiscal year. To get this figure, take the total number held at the end of the previous fiscal year, add the number added during the fiscal year just ended and subtract the number withdrawn during that period.

Units (lines 26, 30, 33, 34, 35, 37, 39, 41) — An individual physical item of library material. Examples of units are: a volume (books and serials); a reel, sheet, or card (microforms); a sheet or bound atlas (cartographic materials); a filmstrip, slide, photograph, or print (graphic materials); a disk, cassette, cartridge, or reel (sound recordings, film and video materials); a disk, tape, or cartridge (computer files).

Volumes (line 24) — Report the number of volumes of any printed, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, or otherwise made ready for use. Include any government documents that are accessible through the library's catalog regardless of whether or not they are separately shelved. This includes documents for which records are provided by the library or downloaded from other sources into the library catalog.

GENERAL INSTRUCTIONS - L — Continued

Titles (lines 25, 27, 29, 31, 36, 38, 40) — Report the number of titles of publications which form a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. The term "publication" applies to printed materials, such as books, periodicals, and government documents, as well as to such formats as microforms, audiovisual materials, and computer files. To determine the number of titles, count each unique bibliographic record in the library's catalog. NOTE — For libraries which have card catalogs, a unique bibliographic record is represented by a shelf list entry. Libraries with electronic catalogs should be careful to distinguish between the BIBLIOGRAPHIC record which describes the title and the ITEM records which describe the individual volumes, parts, reels, disks, etc. associated with the title. Examples: Six copies of the same edition of a title count as one title or bibliographic record; two editions of the same title which have been cataloged or recorded separately count as two bibliographic records; a set of six monographs for which there are six bibliographic records counts as six titles; and two multi-volume sets of the same edition for which one bibliographic record has been made count as one title.

Government documents (lines 26 and 27) — Report the number of units and titles of materials in all formats not accessible through the library catalog and not reported elsewhere.

Current serials (lines 28 and 29) — Report the total number of current serials received including those that are paid for and those received without payment. Include government documents issued serially. Exclude microforms, audiovisual materials, and machine-readable materials.

Microforms (lines 30 and 31) — Report the number of units of microforms and the number of different titles of materials that have been photographically reduced in size for storage, protection and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: roll microfilm, microcard, microfiche, and ultrafiche. Include government documents.

Manuscripts and archives (line 32) — Report the linear feet of shelf space occupied by these materials. Manuscripts are handwritten or typed documents, including carbon copies. Archives are non-current records of an organization or institution preserved because of their continuing value. Include government documents.

Cartographic materials (line 33) — Report the number of units of materials representing in whole or in part the earth or any celestial body at any scale. These materials include two- and three-dimensional maps and globes. Include government documents.

Graphic materials (line 34) — Report the number of units of materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, study prints, and the like. Filmstrips that also include sound should be included on this line. Include government documents.

Sound recordings (lines 35 and 36) — Report the number of units and titles of materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. These materials include audio cassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings. Include government documents.

Film and video materials (lines 37 and 38) — Report the number of units and titles of materials on film or video media. Films are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, reel). Video materials include videotapes and laser disks on which pictures and sound are recorded. Include government documents.

Computer files (lines 39 and 40) — Report the number of units and titles of materials such as CD-ROMs, magnetic tapes and magnetic disks, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, electronic journals, and reference tools on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff. Include current serials. Include government documents. If a CD-ROM subscription for a title is contained on one disc that is updated (i.e., replaced) once a month, count as one unit, not twelve.

Other library materials (line 41) — Report here the number of units of any materials not already included on lines 24–40. Include government documents.

Part E — LIBRARY SERVICES, FISCAL YEAR 1996

Circulation transactions (lines 42 and 43) — Report the number of items lent from the general collection on line 42 and from the reserve collection on line 43 for use usually (although not always) outside the library. These activities include initial charges, either manual or electronic, and also renewals, each of which is reported as a circulation transaction.

Reserve collection (line 43) — Those materials that have been removed from the general library collection and set aside in a library so they will be on hand for a certain course of study or activity in process. Usually, the circulation and length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of them within a limited time period.

Document delivery/Interlibrary loans (lines 44–49) — On lines 44, 45, and 46, report the number of filled requests for material provided to other libraries. On lines 47, 48, and 49, report the number of filled requests for material received from other libraries or document delivery services. Do not include transactions between the main or central library and any libraries reported in Part A or transactions between libraries reported in Part A.

Returnables (lines 44 and 47) — Report materials that the supplier/lending library expects to have returned. Examples of returnables include books, dissertations and theses, microfilm reels, sound recordings, and audiovisual material.

Non-returnables (lines 45 and 48) — Report materials that the supplier/lending library does not expect to have returned. Examples of non-returnables include photocopies or facsimiles, fiche-to-fiche copies, print copies from microfilm, electronic full-text documents, and gratis print copies of unpublished reports and/or departmental working papers.

Information services to groups (lines 50 and 51) — Report the total number of presentations (line 50) and the total number of persons attending or served by those presentations (line 51). Information services to groups are presentations at which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. These services may be either bibliographic instruction or library use presentations, or cultural, recreational, or educational presentations. Presentations both on and off the library premises should be included, as long as they are sponsored by the library. Do not include meetings sponsored by other groups using library meeting rooms.

GENERAL INSTRUCTIONS - L — Continued

Part F — LIBRARY SERVICES - TYPICAL WEEK FALL 1996

Collect data during a typical week in the fall. A typical week is one that is neither unusually busy nor unusually slow. Avoid vacation periods for key staff or days when unusual events are taking place on the campus or in the library. Choose a week in which the library is open its regular hours. Include any seven consecutive calendar days. If waiting for a typical week in Fall 1996 will delay this form, please use typical week data from the preceding fiscal year. If you have data for the entire year, divide by the number of weeks that the library was open.

Public service hours in a typical week (line 52) — Report an unduplicated count of public service hours in a typical week for both main library and branches reported in Part A using the following method. If a library is open from 9:00 a.m. to 5:00 p.m. Monday through Friday, it should report 40 hours per week. If several of its branches are also open during those hours, the figure remains 40 hours per week. Should Branch A also be open one evening from 7:00 to 9:00, the total hours during which users can find service becomes 42. If Branch B is open the same hours on the same evening, the total remains 42, but if it is open 2 hours on another evening, or from 5:00 to 7:00 on the evening when Branch A is open later, the total becomes 44 hours during which users can find service.

Gate count in a typical week (line 53) — Report the number of persons who physically enter library facilities in a typical week. It is understood that a single person may be counted more than once.

Reference transactions in a typical week (line 54) — Report the total number of reference transactions in a typical week. A reference transaction is an information contact that involves the knowledge, use, recommendation, interpretation,

or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including assistance with computer searching) catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Include information and referral services. If a contact includes both reference and directional services, it should be reported as one reference transaction. When a staff member utilizes information gained from a previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during this transaction. Duration should not be an element in determining whether a transaction is a reference transaction.

Do not report directional transactions here. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, etc., and giving assistance of a nonbibliographic nature with machines.

Part G — ELECTRONIC SERVICES

This section requests information about the availability of electronic services in the library and elsewhere on campus and off campus access by your primary clientele, and other users. The questions require a "yes" or "no" response to the availability of the various services listed.

GLOSSARY

ACADEMIC LIBRARIES SURVEY - L

BRANCH INSTITUTION — A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses.

COLLEGE WORK-STUDY PROGRAM (CWS) — (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.)

Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program

provides grants to institutions for partial reimbursement of wages paid to students.

SHARED LIBRARY — A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one education institution. The location of the facility is not a determining factor.

UNITID CODE — Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

FORM IPEDS-IC
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEMINSTITUTIONAL
CHARACTERISTICS SURVEY

1996-97

NOTE – The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

RETURN TO

Please read the accompanying instructions before completing this survey form. Respond to each item on this report in the space provided. Certain responses are preprinted. These responses were provided by your institution on the previous IPEDS Institutional Characteristics Survey form. If a response is preprinted, verify that it is correct. If a preprinted response is incorrect, cross out the existing incorrect response with a single line and clearly indicate the correct response.

Make your changes in red so they are easily identified. Be sure to update the enrollment and tuition questions. Certain terms are defined in the Glossary which begins on page 5 of the instructions.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

Date due: September 1, 1996

Mailing address — *If IPEDS forms should be mailed to an address that is not the school location, complete the following information.*

Name of institution

Street or PO Box

City

State

ZIP Code

INSTITUTIONAL IDENTIFICATION 1996-97

Please correct errors in the name, address, ZIP Code, and other information listed below.

1. Name of institution covered by this report

2. UNITID

☐ *Mark (X) this box if mailing address is the same as the institution's physical location.*

3. Physical location of institution (Number and street name)

4. Employer ID Number (EIN)
(9 digits)

City

State

ZIP Code

5. Name of county or independent city

6. Name of chief administrator

Title

7. Congressional
district

8. Name of respondent

9. E-Mail address

10. Telephone
numbers

Respondent's

FAX

General information

Financial aid office

Admissions office

Changes from the 1995–96 form for 1996–97 INSTITUTIONAL CHARACTERISTICS SURVEY

The Institutional Characteristics (IC) survey form for 1996–97 is the full version of the form and is similar to the 1994–95 survey.

► Part A — Type of Educational Offerings

Included in this version for alternate years.

► Part B — Organization and Accreditation

All questions are included in this version for alternate years. Revised list of recognized accredited agencies and associations.

► Part C — Calendar, Admission Requirements, and Services

Included for alternate years. Request average score required for admission on the SAT and ACT.

► Part D — Student Charges for Academic Year 1996–97

No changes this year.

► Part E — Enrollment and Instructional Activity

Includes activity for the 12-month period, summer and extension division/program. Unduplicated counts for summer session(s) and extension divisions are collected by level.

► Part F — Additional Information

All questions included in this version for alternate years. Added question on athletic aid.

PURPOSE OF THE SURVEY AND WHO SHOULD RESPOND

The primary purpose of the Institutional Characteristics (IC) component of IPEDS is to collect the basic data that identify and describe the universe of postsecondary education institutions in the United States and its outlying areas. Each institution or branch campus should file a separate report so that they can be listed in the Directory of Postsecondary Institutions.

USES OF THE DATA

Survey results will be used in a variety of ways. For example, they will be used as the source file for sample design for other postsecondary data collection activities. Other uses include generating basic counts of institutions in each State by type, control, and other key institutional characteristics; compiling directories of postsecondary education institutions that will be made available to the general public; and incorporating results into Career Information Delivery Systems throughout the nation. The data are extremely valuable for survey research design, statistical analysis, and general information purposes.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 2.0 hours per response, with an average of 1 hour, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

REMARKS SECTION — *Please enter any remarks you may have in this section. By entering any explanations here, you may eliminate the need for telephone contact at a later date.*

Part A — TYPES OF EDUCATIONAL OFFERINGS

IC

Which of the following types of instruction/programs does your institution offer?
Mark (X) all that apply.

- | | |
|---|---|
| 1 <input type="checkbox"/> Occupational, may lead to a certificate, degree, or other formal award | 4 <input type="checkbox"/> Recreational or avocational (leisure) programs |
| 2 <input type="checkbox"/> Academic, leading to a certificate, degree, or diploma | 5 <input type="checkbox"/> Adult basic or remedial instruction or high school equivalency |
| 3 <input type="checkbox"/> Continuing professional (postbaccalaureate only) | 6 <input type="checkbox"/> Secondary (high school) |

If you marked ONLY items 4, 5, or 6 above, please stop and return the form to the address printed on the front of the form.

Part B — ORGANIZATION AND ACCREDITATION

1. Will your institution complete IPEDS forms for OTHER institutions or branch campuses?

- 1 ☐ Yes — *List the information requested below for those institutions.*
- 2 ☐ No — *SKIP to item 2*

UNITID	Institution name	Address	City	State	ZIP Code

A SEPARATE survey form should also be completed for each institution or branch listed above.

2. What is your institutional control or affiliation? (Do not indicate both public and private.)

PUBLIC

Mark (X) only one.

- 1 ☐ Federal
 2 ☐ State
 3 ☐ Territorial
 4 ☐ School district
 5 ☐ County
 6 ☐ Township
 7 ☐ City
 8 ☐ Special district
 9 ☐ Other — Specify ➤

PRIVATE

Mark (X) all that apply but do not indicate both profit-making and nonprofit.

- 1 ☐ Profit-making — SKIP to question 3
 2 ☐ Nonprofit ➤
 a ☐ Independent (no religious affiliation) — SKIP to question 3
 b ☐ Religious affiliation ➤
 1 ☐ Catholic
 2 ☐ Jewish
 3 ☐ Protestant — Specify ➤

- 4 ☐ Other — Specify ➤

CENSUS
USE ONLY

3. What award levels are offered by your institution? (One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.)
Mark (X) all that apply.

BELOW THE BACCALAUREATE

- 1 ☐ Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours)
 2 ☐ Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours)
 3 ☐ Associate's Degree
 4 ☐ Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 but less than 3600 contact or clock hours)

BACCALAUREATE AND ABOVE

- 5 ☐ Bachelor's Degree
 6 ☐ Postbaccalaureate Certificate
 7 ☐ Master's Degree
 8 ☐ Post-Master's Certificate
 9 ☐ Doctor's Degree
 10 ☐ First-Professional Degree
 11 ☐ First-Professional Certificate (Post-Degree)

- 12 ☐ Other — Specify ➤

An administrative unit is the office in a multi-campus environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. Mark (X) the box below if the entity covered by this form and named in item 1 on the front cover is an administrative unit only.

- 1 ☐ — *If this is an administrative unit only, STOP HERE, make sure you have completed pages 1—5, and return this form to the address shown on page 1. Complete a separate survey form for each campus for which you are responsible.*

NOTE — The administrative office for a one-campus school is NOT considered an administrative unit for IPEDS reporting purposes.

4. Does this institution offer any formally organized programs (either academic or occupational) with well defined completion requirements that do not lead to a formal award?

- 1 ☐ Yes — *Specify* —————→ a ☐ Undergraduate
b ☐ Graduate

- 2 ☐ No

5. This institution is accrediting by the following accrediting agency(ies).
Mark (X) all that apply.

- 1 ☐ National institutional or specialized accrediting agency
2 ☐ Regional accrediting agency — *Please complete question 6.*
3 ☐ State accrediting or approval agency
4 ☐ Not applicable

6. If you marked (X) box 2 in question 5 above — *Indicate below the regional association that accredits your institution. (Mark (X) only one.)*

- | | |
|--|--|
| 1 <input type="checkbox"/> Middle States Association of Colleges and Schools,
Commission on Higher Education | 7 <input type="checkbox"/> Northwest Association of Schools and Colleges,
Commission on Colleges |
| 2 <input type="checkbox"/> Middle States Association of Colleges and Schools,
Commission on Secondary Schools | 8 <input type="checkbox"/> Southern Association of Colleges and Schools,
Commission on Colleges |
| 3 <input type="checkbox"/> New England Association of Schools and Colleges
Commission on Institutions of Higher Education | 9 <input type="checkbox"/> Western Association of Schools and Colleges,
Accrediting Commission for Community and
Junior Colleges |
| 4 <input type="checkbox"/> New England Association of Schools and Colleges
Commission on Vocational, Technical, Career Institutions | 10 <input type="checkbox"/> Western Association of Schools and Colleges,
Accrediting Commission for Schools |
| 5 <input type="checkbox"/> North Central Association of Colleges and Schools,
Commission on Institutions of Higher Education | 11 <input type="checkbox"/> Western Association of Schools and Colleges,
Accrediting Commission for Senior Colleges
and Universities |
| 6 <input type="checkbox"/> North Central Association of Colleges and Schools,
Commission on Schools | |

7. Is this institution or any of its programs, departments, or schools currently accredited by any of the accrediting agencies recognized by the Secretary, U.S. Department of Education, which are listed on pages 7—9?

- 1 ☐ Yes — *Continue with Part B on page 7 and mark (X) all that apply.*
2 ☐ No — *SKIP to Part C on page 10.*

**LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION**

IC

Review the following list of National Institutional and Specialized Accrediting Bodies and mark (X) all that apply for your institution. Be sure to review the entire list.

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY, INC.

- ☐ 001 Engineering (ENG) — Basic (baccalaureate) and advanced (master's) level programs in engineering
- ☐ 102 Engineering-related (ENGR) — Engineering-related programs at the baccalaureate and advanced degree level
- ☐ 002 Engineering Technology (ENGT) — Associate and baccalaureate degree programs in engineering technology

ACCREDITING ASSOCIATION OF BIBLE COLLEGES

- ☐ 011 Bible College Education (BI) — Bible colleges and institutes offering undergraduate programs

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

- ☐ 005 Allied Health Education (AHE) — Private, postsecondary institutions
- ☐ 003 Medical Assistant Education (MAAB) — Private schools and programs
- ☐ 004 Medical Laboratory Technician Education (MLTAB) — Private schools and programs

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES OF TECHNOLOGY

- ☐ 086 Occupational Education (NATTS) — Private postsecondary degree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers
- ☐ 087 Occupational Education (NDNAT) — Private nondegree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers

ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION

- ☐ 006 Health Services Administration (HSA) — Graduate programs in health services administration

ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING

- ☐ 099 Continuing Education (CNCE) — Noncollegiate continuing education institutions and programs

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

- ☐ 068 Business (JRCB) — Private junior colleges
- ☐ 069 Business (SRCB) — Private senior colleges
- ☐ 070 Business (PPB) — Private postsecondary schools

ACCREDITING COUNCIL ON EDUCATION IN JOURNALISM AND MASS COMMUNICATIONS

- ☐ 007 Journalism and Mass Communications (JOUR) — Units within institutions offering professional undergraduate and graduate (master's) degree programs

AMERICAN ACADEMY FOR LIBERAL EDUCATION

- ☐ 116 Liberal Education (LBRL) — Institutions of higher education and programs within institutions of higher education that offer liberal arts degree(s) at the baccalaureate level or a documented equivalency

AMERICAN ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY

- ☐ 012 Marriage and Family Therapy (MFCC) — Clinical training programs
- ☐ 013 Marriage and Family Therapy (MFCD) — Graduate degree programs

AMERICAN ASSOCIATION OF NURSE ANESTHETISTS

- ☐ 014 Nurse Anesthesia (ANEST) — Generic nurse anesthesia educational programs/schools

AMERICAN BAR ASSOCIATION

- ☐ 015 Law (LAW) — Professional schools

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

- ☐ 016 Funeral Service Education (FUSER) — Institutions and programs awarding diplomas, associate degrees, and bachelor's degrees

AMERICAN COLLEGE OF NURSE-MIDWIVES

- ☐ 017 Nurse Midwifery (MIDWF) — Basic certificate and basic master's degree programs

AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION

- ☐ 018 Pharmacy (PHAR) — Professional degree programs

AMERICAN DENTAL ASSOCIATION

- ☐ 019 Dental Assisting (DA)
- ☐ 020 Dental Hygiene (DH)
- ☐ 021 Dental Technology (DT)
- ☐ 022 Dentistry (DENT) — Programs leading to the D.D.S. or D.M.D. degree, advanced general dentistry and specialty programs, and general practice residency programs

AMERICAN DIETETIC ASSOCIATION, THE

- ☐ 023 Dietetics (DIET) — Coordinated undergraduate programs
- ☐ 024 Dietetics (DIETI) — Postbaccalaureate dietetic internship programs

AMERICAN LIBRARY ASSOCIATION

- ☐ 025 Librarianship (LIB) — Master's programs leading to the first professional degree

AMERICAN MEDICAL ASSOCIATION AND ASSOCIATION OF AMERICAN MEDICAL COLLEGES, LIAISON COMMITTEE ON MEDICAL EDUCATION, COUNCIL ON MEDICAL EDUCATION

- ☐ 078 Medicine (MED) — Programs leading to the M.D. degree

CONTINUED ON NEXT PAGE

LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued

IC

Mark (X) all that apply for your institution.

AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON
ALLIED HEALTH EDUCATION AND ACCREDITATION

- 028 ☐ Cytotechnologist (CYTO)
029 ☐ Diagnostic Medical Sonographer (DMS)
030 ☐ Electroneurodiagnostic Technologist (ENDT)
031 ☐ Emergency Medical Technician-Paramedic (EMTP)
032 ☐ Histologic Technician/Technologist (HT)
033 ☐ Medical Assistant (MA) — One- and two-year programs
035 ☐ Medical Laboratory Technician (MLTC) — Certificate programs
034 ☐ Medical Laboratory Technician (MLTAD) — Associate degree
036 ☐ Medical Record Administrator (MRA)
037 ☐ Medical Record Technician (MRT)
038 ☐ Medical Technologist (MT) — Professional programs
039 ☐ Nuclear Medicine Technologist (NMT)
041 ☐ Occupational Therapist (OT) — Professional programs
040 ☐ Ophthalmic Medical Assistant (OMA) — Programs of 6 months or longer
042 ☐ Perfusionist (PERF)
026 ☐ Physician Assistant (PA)
046 ☐ Radiation Therapy Technologist (RADTT)
043 ☐ Radiographer (RAD)
044 ☐ Respiratory Therapist (REST)
045 ☐ Respiratory Therapy Technician (RESTT)
027 ☐ Specialist in Blood Bank Technology (SBBT)
047 ☐ Surgeon's Assistant (SA)
048 ☐ Surgical Technologist (ST)

AMERICAN OPTOMETRIC ASSOCIATION

- 051 ☐ Optometry (OPTT) — Technician programs
049 ☐ Optometry (OPT) — Professional degree programs
050 ☐ Optometry (OPTR) — Residency programs

AMERICAN OSTEOPATHIC ASSOCIATION

- 052 ☐ Osteopathic Medicine (OSTEO) — Programs leading to the D.O. degree

AMERICAN PHYSICAL THERAPY ASSOCIATION

- 054 ☐ Physical Therapy (PTAA) — Programs for the physical therapist assistant
053 ☐ Physical Therapy (PTA) — Professional programs for the physical therapist

AMERICAN PODIATRIC MEDICAL ASSOCIATION

- 055 ☐ Podiatry (POD) — Colleges of podiatric medicine, including first-professional and graduate degree programs

AMERICAN PSYCHOLOGICAL ASSOCIATION

- 056 ☐ Clinical Psychology (CLPSY) — Doctoral programs
057 ☐ Counseling Psychology (COPSY) — Doctoral programs
058 ☐ Professional Psychology (IPSY) — Predoctoral internship programs

AMERICAN PSYCHOLOGICAL ASSOCIATION —
Continued

- 059 ☐ Professional/Scientific Psychology (PSPSY) — Doctoral programs
060 ☐ School Psychology (SCPSY) — Doctoral programs

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

- 062 ☐ Audiology (AUD) — Master's degree programs
063 ☐ Speech-Language Pathology (SP) — Master's degree programs

AMERICAN VETERINARY MEDICAL ASSOCIATION

- 065 ☐ Veterinary Medicine (VET) — Colleges of veterinary medicine offering programs leading to a professional degree

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

- 066 ☐ Pastoral Education (PAST) — Basic, advanced, and supervisory clinical pastoral education programs

ASSOCIATION OF ADVANCED RABBINICAL AND
TALMUDIC SCHOOLS

- 067 ☐ Rabbinical and Talmudic Education (RABN) — Advanced Rabbinical and Talmudic schools

ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS
AND PROGRAMS

- 111 ☐ Business (BUAD) — Associate degree programs in business and business-related fields
112 ☐ Business (BUBD) — Baccalaureate degree programs in business and business-related fields
113 ☐ Business (BUMD) — Master's degree programs in business and business-related fields

ASSOCIATION OF THEOLOGICAL SCHOOLS IN THE
UNITED STATES AND CANADA

- 071 ☐ Theology (THEOL) — Freestanding schools, as well as schools affiliated with larger institutions, offering graduate professional education for ministry and graduate study of theology

COMMISSION ON OPTICIANRY ACCREDITATION

- 096 ☐ Opticianry (OPLT) — 1-year programs for the ophthalmic laboratory technician
095 ☐ Opticianry (OPD) — 2-year programs for the ophthalmic dispenser

COUNCIL ON CHIROPRACTIC EDUCATION, THE

- 072 ☐ Chiropractic (CHIRO) — Programs leading to the D.C. degree

COUNCIL ON EDUCATION FOR PUBLIC HEALTH

- 073 ☐ Community Health Education (CHE) — Graduate programs offered outside schools of public health

CONTINUED ON NEXT PAGE

LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued

IC

Mark (X) all that apply for your institution.

COUNCIL ON EDUCATION FOR PUBLIC HEALTH —
Continued

- ☐ 074 Community Health/Preventive Medicine (CHPM) — Graduate programs offered outside schools of public health
- ☐ 075 Public Health (PH) — Graduate schools of public health

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION

- ☐ 100 Naturopathy (NATUR) — Programs leading to the N.D. or N.M.D. degree

COUNCIL ON OCCUPATIONAL EDUCATION

- ☐ 118 Occupational Education (OCCED) — Occupational education programs (formerly Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools)

DISTANCE EDUCATION AND TRAINING COUNCIL

- ☐ 089 Distance Education and Training (DIST) — Home study schools (including associate, baccalaureate, or master's degree-granting home study schools)

FOUNDATION FOR INTERIOR DESIGN EDUCATION RESEARCH

- ☐ 077 Interior Design (FIDER) — 2-year pre-professional assistant level programs (certificate and associate degree); first professional degree level programs (master's and baccalaureate degrees and 3-year certificate); and postprofessional master's degree programs

MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION

- ☐ 117 Montessori Education (MONTE) — Montessori teacher education programs and institutions

NATIONAL ACCREDITATION COMMISSION FOR SCHOOLS AND COLLEGES OF ACUPUNCTURE AND ORIENTAL MEDICINE

- ☐ 104 Acupuncture (ACUP) — First professional master's degree and professional master's level certificate and diploma programs in acupuncture and oriental medicine

NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCES

- ☐ 080 Cosmetology (COSME) — Postsecondary schools and departments

NATIONAL ARCHITECTURAL ACCREDITING BOARD, INC.

- ☐ 081 Architecture (ARCH) — First professional degree programs

NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN

- ☐ 082 Art and Design (ART) — Degree-granting schools and departments and nondegree-granting schools

NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

- ☐ 083 Dance (DANCE) — Institutions and units within institutions offering degree-granting and nondegree-granting programs

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

- ☐ 084 Music (MUS) — Baccalaureate and graduate degree programs
- ☐ 105 Music (MUSA) — Community and junior college programs
- ☐ 106 Music (MUSN) — Nondegree programs

NATIONAL ASSOCIATION OF SCHOOLS OF THEATER

- ☐ 085 Theater (THEA) — Institutions and units within institutions offering degree-granting and/or nondegree-granting programs

NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION

- ☐ 088 Teacher Education (TED) — Baccalaureate and graduate programs for the preparation of teachers and other professional personnel for elementary and secondary schools

NATIONAL ENVIRONMENTAL HEALTH SCIENCE AND PROTECTION ACCREDITING COUNCIL

- ☐ 115 Environment Health Science and Protection (EHSP) — Programs leading to a baccalaureate or higher degree

NATIONAL LEAGUE FOR NURSING, INC.

- ☐ 093 Nursing (PNUR) — Practical nursing programs
- ☐ 090 Nursing (ADNUR) — Associate degree programs
- ☐ 091 Nursing (DNUR) — Diploma programs
- ☐ 092 Nursing (NUR) — Baccalaureate and higher degree programs

TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS

- ☐ 114 Christian Education (CE) — Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees

UNITED STATES CATHOLIC CONFERENCE

- ☐ 101 Pastoral Education (CPE) — Centers/programs, including those that offer clinical pastoral education, that award certificates, baccalaureate, and master's degrees for training for specialized ministries in the Catholic Church

OTHER

NEW YORK STATE BOARD OF REGENTS (A nationally recognized State agency)

- ☐ 110 Accreditation of collegiate degree-granting programs or curriculums offered by institutions of higher education and of credit-bearing certificate and diploma programs offered by degree-granting institutions of higher education

1. What is the predominant calendar system at this institution? — *Mark (X) only one.*

- 1 ☐ Semester
 2 ☐ Quarter
 3 ☐ Trimester
 4 ☐ Four-One-Four Plan (4-1-4)
 5 ☐ Differs by program
 6 ☐ Continuous basis (every 2 weeks, monthly, or other period) — *Specify period* ↗

- 7 ☐ Other — *Specify* ↗

2. Mark (X) below all locations where credit/noncredit courses are offered.

CREDIT

- 1 ☐ In-State
 2 ☐ Out-of-State
 3 ☐ Abroad

NONCREDIT

- 4 ☐ In-State
 5 ☐ Out-of-State
 6 ☐ Abroad

3. Mark (X) below all facilities where credit/noncredit courses are offered.

CREDIT

- 1 ☐ On-campus
 2 ☐ Correctional facility
 3 ☐ Local educational agency facility
 4 ☐ Other government facility
 5 ☐ Other

NONCREDIT

- 6 ☐ On-campus
 7 ☐ Correctional facility
 8 ☐ Local educational agency facility
 9 ☐ Other government facility
 10 ☐ Other

4. Does your institution offer credit courses at military installations?

- 1 ☐ Yes — *Mark (X) all that apply.* —————→ a ☐ In States and/or territories
 2 ☐ No b ☐ Abroad

5. Which of the following data does your institution use as part of the selection process for entering freshmen?
Mark (X) all that apply

- 1 ☐ No entering freshmen — *SKIP to question 6*
 2 ☐ High school diploma or its equivalent
 3 ☐ High school class standing
 4 ☐ Admissions test scores — *Specify* ↗
 5 ☐ Residence
 6 ☐ Evidence of ability to benefit from instruction
 7 ☐ Age
 8 ☐ Score on the Test of English as a Foreign Language (TOEFL) for foreign applicants or an equivalent test
 9 ☐ Open admission
 10 ☐ Other — *Specify* ↗

- a ☐ SAT
 b ☐ ACT
 c ☐ Other

Average score (recentered)
<input type="text"/>
<input type="text"/>

6. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?

Number of years

7. Which of the following selected modes of instruction in credit/noncredit activities does your institution offer?

Mark (X) all that apply.

CREDIT ACTIVITIES

- 1 ☐ Work in a program-related setting with pay
- 2 ☐ Work in a program-related setting without pay
- 3 ☐ Home study — Specify ↴
- a ☐ Correspondence
- b ☐ Radio and TV
- c ☐ Newspaper
- 4 ☐ None of the above

NONCREDIT ACTIVITIES

- 5 ☐ Work in a program-related setting with pay
- 6 ☐ Work in a program-related setting without pay
- 7 ☐ Home study — Specify ↴
- a ☐ Correspondence
- b ☐ Radio and TV
- c ☐ Newspaper
- 8 ☐ None of the above

8. Which of the following selected student services are offered by your institution?

Mark (X) all that apply.

- 1 ☐ Remedial services
- 2 ☐ Academic/career counseling services
- 3 ☐ Employment services for current students
- 4 ☐ Placement services for program completers
- 5 ☐ Assistance for the visually impaired
- 6 ☐ Assistance for the hearing impaired
- 7 ☐ Access for the mobility impaired
- 8 ☐ On-campus day care for children of students
- 9 ☐ None of the above

9. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

- 1 ☐ Has own library
- 2 ☐ Does not have own library but contributes financial support to a shared library with the following postsecondary institution(s) ↴

UNITID	Name of institution

- 3 ☐ None of the above

Remarks

1. Is an application fee for admission required by your institution?

Application fee

1 ☐ Yes — *Indicate amount of fee* —————→

Undergraduate

\$

Graduate

\$

2 ☐ No

First Professional . . .

\$

2. Does your institution enroll any full-time students?

1 ☐ Yes — *Continue with question 3.*2 ☐ No — *SKIP to Part E on page 17*

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE PROCEEDING.

When reporting student charges information in the following section, please choose the appropriate METHOD(S) OF REPORTING, according to how you answer question 3.

Report charges by PROGRAM, if your institution is organized such that students enter into a particular program, and tuition and fees are assessed based on the program chosen. This method of reporting is particularly relevant to occupational and vocational programs. For example, a 1500 hour cosmetology program may cost \$2,500 for the entire program.

Report by ACADEMIC YEAR, if charges are assessed by credit hour, quarter, semester, trimester, or term. NOTE — These charges must be converted to ACADEMIC YEAR charges.

If your institution uses both methods, that is, for some vocational/occupational programs, charges are assessed by the program, while for academic programs, tuition and fees are charged by semester or term, then report BOTH ways.

- If you report by PROGRAM — *Be sure to complete questions 4 through 6.*
- If you report by ACADEMIC YEAR — *Complete questions 7 through 9.*
- If you report BOTH WAYS — *Complete questions 4 through 9.*

3. Do you charge full-time students by –

1 ☐ Credit hour2 ☐ Term3 ☐ Year4 ☐ Program (normally measured in contact hours) — *Provide program and tuition information in question 4–6.*} *Provide academic year charges in questions 7–9 as appropriate.*5 ☐ Other — *Specify* ↴
— *Provide charges as specified above using the most appropriate method.*

4. How many programs are offered at your institution?

Specify number _____ →

Number of programs

5. Does your institution offer any program of at least 300 contact or clock hours, or 6 semester or trimester hours, or 12 quarter hours?

1 ☐ Yes

2 ☐ No

6. If your institution charges by program — *Please list the six programs with the LARGEST enrollment at your institution and provide the following information for each program. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Follow the instructions carefully and refer to the enclosed pamphlet for CIP codes.*

TITLE OF PROGRAM	CIP CODE	TUITION AND REQUIRED FEES (For entire program)	COST OF BOOKS AND SUPPLIES	TOTAL LENGTH OF PROGRAM (In contact hours)

If you report ONLY by program — *SKIP to question 10, page 16.*

If you report both ways — *Continue with question 7.*

NOTE

When answering questions 7—11 of Part D, a full academic year refers to the period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a four-one-four plan.

7. List the typical tuition and required fees for a full-time undergraduate student for the FULL 1996-97 ACADEMIC YEAR. — *Do NOT include room and board charges. For reference, we are including the amount you reported last year.*

a. ☐ No full-time undergraduate students — *SKIP to question 8*

b. UNDERGRADUATE STUDENT	AMOUNT	AMOUNT REPORTED FOR 1995-96
(1) In-district	\$	\$
(2) In-State	\$	\$
(3) Out-of-State	\$	\$

- c. What is the typical number of credit hours (or contact hours) taken by a full-time undergraduate student in a full academic year? *Answer in credit hours OR contact hours, but not both. Provide a single figure, NOT a range of hours.*

Credit

Contact

Number of hours

8. List the typical tuition and required fees for a full-time graduate student for the FULL 1996-97 ACADEMIC YEAR. — *Do NOT include room and board charges. For reference, we are including the amount you reported last year.*

a. ☐ No full-time graduate students — *SKIP to question 9*

b. GRADUATE STUDENT	AMOUNT	AMOUNT REPORTED FOR 1995-96
(1) In-district	\$	\$
(2) In-State	\$	\$
(3) Out-of-State	\$	\$

- c. What is the typical number of credit hours taken by a full-time graduate student in a full academic year? *Provide a single figure, NOT a range of hours.* →

Number of credit hours

9. List the typical tuition and required fees for a full-time first-professional student for the FULL 1996-97 ACADEMIC YEAR. — *Do NOT include room and board charges. For reference, we are including the amount you reported last year.*

a. ☐ No full-time first-professional students — *SKIP to question 10*

b. FIRST-PROFESSIONAL STUDENT	AMOUNT	AMOUNT REPORTED FOR 1995-96
(1) Chiropractic (D.C. or D.C.M.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(2) Dentistry (D.D.S. or D.M.D.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$

PLEASE CONTINUE WITH QUESTION 9 ON NEXT PAGE.

9. Continued

b. FIRST-PROFESSIONAL STUDENT — Continued	AMOUNT	AMOUNT REPORTED FOR 1995-96
(3) Medicine (M.D.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(4) Optometry (O.D.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(5) Osteopathic Medicine (D.O.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(6) Pharmacy (Pharm. D.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(7) Podiatry (Pod.D., D.P., or D.P.M.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(8) Veterinary Medicine (D.V.M.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(9) Law (LL.B. or J.D.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(10) Theology (M.Div., M.H.L., B.D. or Ordination)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(11) Other — <i>Specify</i> <input checked="" type="checkbox"/>		
<div style="border: 1px solid black; height: 40px; width: 200px;"></div>		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$

c. What is the typical number of credit hours taken by a full-time first-professional student in a full academic year? *Provide a single figure, NOT a range of hours.* →

Number of credit hours

10. Dormitory facilities, board, and meal plans

a. Do you provide dormitory facilities for your students?

Dormitory capacity

1 ☐ Yes — What is the total dormitory capacity for your institution for the full 1996-97 academic year? _____ →

2 ☐ No

b. Do you provide board or meal plans to your students?

1 ☐ Yes — How many meals per week are included in the board charge (or in the combined room and board charge, if you cannot separate these charges)?

Answer only one of the following. ↗

1 Number of meals per week _____ Number of meals per week reported for 1995-96

2 ☐ Mark (X) this box if the number of meals per week can vary (for example, student receives a meal card and charges meals against the card).

2 ☐ No

11. What are the typical room and board charges for a student for the full 1996-97 academic year?

If your institution provides room or board free of charge — *Enter zero.*

If your institution does not provide room or board — *Leave the line(s) blank.*

ROOM AND BOARD CHARGES	AMOUNT	AMOUNT REPORTED FOR 1995-96
a. Room charge	\$	\$
b. Board charge	\$	\$
c. Combined room and board charge — (Answer only if you CANNOT SEPARATE room and board charges.)	\$	\$

REMARKS SECTION — *Explain any major differences in student charges from those that were reported last year.* By entering any explanations here, you may eliminate the need for telephone contact at a later date.

Part E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY —
ACADEMIC YEAR 1995-96

IC

COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH

Note that the preprinted information (if provided) indicates which data were reported as combined last year.
Verify that the information is correct for the current year. Please make any corrections in RED.

The institution named on this report is including data for other institutions/branches.

☐ No

☐ Yes — *Please indicate below, the UNITID (if known), name and address of the institutions for which data are included.*

UNITID	Institution name	Address	City	State	ZIP Code

The data for this institution are reported by another institution.

☐ No

☐ Yes — *Please indicate if data are being reported by another institution. Also list the UNITID, name, and address of the reporting institution.*

UNITID	Institution name	Address	City	State	ZIP Code

**Part E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY —
ACADEMIC YEAR 1995-96 — Continued**

IC

NOTE

Part E requests data for academic year 1995-96, unlike Parts A—D and Part F which request data for academic year 1996-97. Please read the definition of credit course in the Glossary before completing this section of the survey form.

NOTE — If this institution's normal reporting practices exclude students enrolled in summer session(s) or extension division/programs, do not include them in your response to questions 1a, b, and c of Part E.

Total activity

1a. How many students were enrolled (total headcount) at your institution on October 15, 1995 (or your institution's official fall reporting date)? *This number should include students taking courses for credit as well as those enrolled in occupational and vocational programs.* (NCES may have completed this question for you.)

Total headcount of
students enrolled on
October 15, 1995

1b. How many students were enrolled (UNDUPLICATED count) during the 12-month period of July 1, 1995 through June 30, 1996? This number should include all students enrolled for credit as well as those enrolled in occupational and vocational programs. *Include all students reported in question 1a above plus all other students enrolled during the 12-month period.* If another 12-month period is used, indicate the start date of the period.

Month	Day	Year

LEVEL OF ENROLLMENT		TOTAL UNDUPLICATED COUNT
(1) Undergraduate level students enrolled in 12-month period		
(2) Of the students reported on line 1 — How many enrolled as full-time, first-time, degree-seeking undergraduates at some time during the regular academic year? <i>See instructions for examples.</i>	Number enrolled	
(3) Graduate level students enrolled in 12-month period		
(4) First-Professional level students enrolled in 12-month period		

REMARKS SECTION — *Explain any major differences in student counts from those that were reported last year.* By entering any explanations here, you may eliminate the need for telephone contact at a later date.

Part E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY —
ACADEMIC YEAR 1995-96 — Continued

IC

1c. Instructional activity is requested below ONLY for courses taken for credit as well as courses that are part of an occupational or vocational program. *Instructional activity is the enrollment in a course multiplied by the credit hour (or contact hour) value of the course.* Please read the survey instructions for Part E, question 1c, before computing credit hour activity and/or contact hour activity. Do not convert credit hour activity into contact hour activity, or vice versa.

Courses measured in terms of credit hours should be included on lines 1, 3, and 4, as appropriate. Undergraduate courses measured in terms of contact or clock hours should be included on line 2. If your institution does not offer credit hour (or contact hour) courses at any of these course levels, leave the line(s) blank.

In the first column below, report instructional activity for the 12-month period described in question 1b on page 18. In the second column, report instructional activity for the fall term of 1995. If your institution has no fall term — Mark (X) the box in that column and leave the column blank.

LEVEL OF COURSE	TOTAL ACTIVITY FOR 12-MONTH PERIOD	ACTIVITY IN FALL TERM
		<input type="checkbox"/> Mark (X) this box if no fall term.
(1) Undergraduate credit hour activity (Do not include in (2) below.)		
(2) Undergraduate contact hour activity (Do not include in (1) above.)		
(3) Graduate* credit hour activity		
(4) First-Professional* credit hour activity		

WORKSHEET FOR GRADUATE AND FIRST-PROFESSIONAL ACTIVITY

**If credit hours cannot be assigned to first-professional and graduate courses, use the worksheet provided below.*

12-MONTH GRADUATE	FALL TERM GRADUATE
Full-time enrollment 1st term: <input type="text"/> X 12 = <input type="text"/> 2nd term: <input type="text"/> X 12 = <input type="text"/> 3rd term: <input type="text"/> X 12 = <input type="text"/> 4th term: <input type="text"/> X 12 = <input type="text"/> Part-time enrollment 1st term: <input type="text"/> X 5 = <input type="text"/> 2nd term: <input type="text"/> X 5 = <input type="text"/> 3rd term: <input type="text"/> X 5 = <input type="text"/> 4th term: <input type="text"/> X 5 = <input type="text"/> Total (Sum down) = <input type="text"/>	Full-time enrollment <input type="text"/> X 12 = <input type="text"/> in the fall Part-time enrollment <input type="text"/> X 5 = <input type="text"/> in the fall Total (Sum down) = <input type="text"/>
12-MONTH FIRST-PROFESSIONAL	FALL TERM FIRST-PROFESSIONAL
Full-time enrollment 1st term: <input type="text"/> X 16 = <input type="text"/> 2nd term: <input type="text"/> X 16 = <input type="text"/> 3rd term: <input type="text"/> X 16 = <input type="text"/> 4th term: <input type="text"/> X 16 = <input type="text"/> Part-time enrollment 1st term: <input type="text"/> X 8 = <input type="text"/> 2nd term: <input type="text"/> X 8 = <input type="text"/> 3rd term: <input type="text"/> X 8 = <input type="text"/> 4th term: <input type="text"/> X 8 = <input type="text"/> Total (Sum down) = <input type="text"/>	Full-time enrollment <input type="text"/> X 16 = <input type="text"/> in the fall Part-time enrollment <input type="text"/> X 8 = <input type="text"/> in the fall Total (Sum down) = <input type="text"/>

2. Summer session activity

a. Does this institution offer a summer session(s)?

1 ☐ No — *SKIP to question 3 on page 21*

2 ☐ Yes — *Complete the following:*

(a) Does the summer session(s) operate independently of the main academic portion of the institution? (For example, its academic mission may be significantly different, it may have its own admissions requirements, course offerings, completions requirements, and/or record keeping system.)

1 ☐ Yes

2 ☐ No

(b) Are summer session students included in the response to total unduplicated count (Part E, question 1b)?

1 ☐ Yes

2 ☐ No

(c) Is instructional activity in the summer session(s) included in the response to total activity (Part E, question 1c)?

1 ☐ Yes

2 ☐ No

b. How many students were enrolled (unduplicated count) for the 1995 summer session(s)? This number should include students taking courses for credit as well as those enrolled in occupational and vocational programs. *Report these students here whether or not they are included in the responses to questions 1b and 1c of Part E.*

Total unduplicated count of students
enrolled for the 1995 summer session(s)

(1) Undergraduates

(2) Graduates

(3) First-Professionals

c. Report instructional activity for the 1995 summer session(s) for courses taken for credit as well as for courses that are part of an occupational or vocational program. *Report these students here whether or not they are included in the responses to questions 1b and 1c of Part E.*

LEVEL OF COURSE	TOTAL ACTIVITY FOR 1995 SUMMER SESSION(S)
(1) Undergraduate credit hour activity (Do not include in (2) below.)	
(2) Undergraduate contact hour activity (Do not include in (1) above.)	
(3) Graduate credit hour activity	
(4) First-Professional credit hour activity	

3. Extension division/program activity

a. Does this institution have an extension division/program?

1 ☐ No — *SKIP to Part F on page 22.*

2 ☐ Yes — *Complete the following:*

(a) Does the extension division/program operate independently of the main academic portion of the institution? (For example, its academic mission may be significantly different, it may have its own admissions requirements, course offerings, completions requirements, and/or record keeping system.)

1 ☐ Yes

2 ☐ No

(b) Are extension division/program students included in the response to total fall enrollment (Part E, question 1a)?

1 ☐ Yes

2 ☐ No

(c) Are extension division/program students included in the response to total unduplicated count (Part E, question 1b)?

1 ☐ Yes

2 ☐ No

(d) Is instructional activity in the extension division/program included in the response to total activity (Part E, question 1c)?

1 ☐ Yes

2 ☐ No

b. How many students were enrolled (unduplicated count) in the extension division/program during the 12-month period specified in question 1b on page 18? This number should include students taking courses for credit as well as those enrolled in occupational and vocational programs. *Report these students here whether or not they are included in the responses to questions 1a, b, and c in Part E.* →

Total unduplicated count of students
enrolled in the extension division/program
during the 12-month period

(1) Undergraduates

(2) Graduates

(3) First-Professionals

c. Report instructional activity for the extension division/program for the 12-month courses taken for credit as well as for courses that are part of an occupational or vocational program. *Report these students here whether or not they are included in the responses to questions 1a, b, and c in Part E.*

LEVEL OF COURSE	TOTAL ACTIVITY FOR 12-MONTH PERIOD IN EXTENSION DIVISION/PROGRAM
(1) Undergraduate credit hour activity (Do not include in (2) below.)	
(2) Undergraduate contact hour activity (Do not include in (1) above.)	
(3) Graduate credit hour activity	
(4) First-Professional credit hour activity	

Part F — ADDITIONAL INFORMATION

IC

1. In which of the following Federal student financial aid programs is this institution eligible to participate? *Mark (X) all that apply for the current academic year.*

- | | |
|--|--|
| 1 <input type="checkbox"/> Veterans Administration Educational Benefits (VA) | 6 <input type="checkbox"/> Perkins Loan (formerly National Direct Student Loan (NDSL)) |
| 2 <input type="checkbox"/> Pell Grants | 7 <input type="checkbox"/> Health Education Assistance Loan (HEAL) |
| 3 <input type="checkbox"/> Supplementary Education Opportunity Grants (SEOG) | 8 <input type="checkbox"/> Other Federal student financial aid programs |
| 4 <input type="checkbox"/> Stafford Loans (formerly GSL) | 9 <input type="checkbox"/> Not eligible for any of the above |
| 5 <input type="checkbox"/> College Work Study Program (CWS) | |

2. Does this institution offer instruction through the Job Training Partnership Act (JTPA)? *Mark (X) only one.*

- 1 ☐ Yes
 2 ☐ No
 3 ☐ Do not know

3. Does this institution offer training through the Reserve Officers Training Corps (ROTC)?

- 1 ☐ Yes — Which branch of the service?
Mark (X) all that apply. →
- | |
|--------------------------------------|
| a <input type="checkbox"/> Army |
| b <input type="checkbox"/> Navy |
| c <input type="checkbox"/> Air Force |
- 2 ☐ No

4. Does this institution give athletic aid to students?

- 1 ☐ Yes — *Mark (X) appropriate box*
- | |
|---|
| a <input type="checkbox"/> Football |
| b <input type="checkbox"/> Basketball |
| c <input type="checkbox"/> Baseball |
| d <input type="checkbox"/> Cross country and/or track |
| e <input type="checkbox"/> Other |
- 2 ☐ No

Remarks

GENERAL INSTRUCTIONS — IC

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

NOTE — The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094 (a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by 20 U.S.C. 1221e-1.

INSTITUTIONAL IDENTIFICATION

Mail to — In this block, please provide the address to which IPEDS forms should be mailed. This address can be the physical location of the school or it may be the address of a central, system, or corporate office, or other branch campus located elsewhere.

Institution name and address — This is the full name of the institution covered by this report and the physical location of the institution, including 9-digit ZIP Code (if known), as it should appear in an institutional listing.

Employer ID number — Enter the Employer Identification Number (EIN) which is the 9-digit number that the Internal Revenue Service (IRS) assigned to the institution for tax purposes.

Name and title of chief administrator of institution — Provide the name and title of the chief administrator of the entity covered by this report. (Example: President, Chancellor, Provost, etc.)

Telephone numbers — These are the telephone numbers for general information inquiries, the Financial Aid Office, and the Admissions Office.

Respondent — Enter the name and telephone number of the person responsible for completing this report.

County or city location of institution and Congressional District — Provide the name of the county or independent city in which your entity is located and the Congressional District number.

PART A — TYPES OF EDUCATIONAL OFFERINGS

These questions are asked to verify the inclusion of this institution on the NCES/IPEDS list of institutions and agencies offering all types of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

PART B — ORGANIZATION AND ACCREDITATION

The purpose of question 1 in this section is to identify the institution or entity that will be responsible for completing this and other IPEDS survey forms. For individual institutions this will simply be the institution itself. However, for groups of institutions organized into systems or corporations, an administrative unit (such as the central, system, or corporate office), or the main campus, or one of the branch campuses may complete separate survey forms for itself and for all of the campuses of the institution. If you believe that your response to this section does not adequately describe the reporting process in your organization, call your State Coordinator or the Census Bureau representative.

1. If this entity (institution or administrative unit) will complete any IPEDS survey forms for other institutions or branches, provide the information requested in this item. If this entity is an institution of postsecondary education, or branch of such an institution, also complete the rest of the survey. If this entity is an administrative unit only, stop after completing pages 1-5. All entities should return the completed survey to the address shown on page 1.

2. Institutional control or affiliation — Indicate the appropriate form of control or affiliation under which the institution operates. Affiliation with a religious group need not imply financial backing. Mark the appropriate religious affiliation. If the religious affiliation is Protestant or Other, specify the denomination. If more than one response is appropriate, mark all that apply, but do not indicate both public and private, or both nonprofit and profit-making.

3. Award levels — Check all applicable levels for all credit programs offered at this institution. Award levels are identified on the basis of either recognition for their completion, or duration, or a combination thereof.

Boxes (1), (2), and (4) — Note that these categories are differentiated on the basis of length of programs and refer to completions below the level of the baccalaureate degree. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours of instruction.

Boxes (3), (5), (7), (9), and (10) Indicate those degree levels for which the institution is authorized to make formal awards.

Boxes (6), (8), and (11) Indicate programs for which the institution offers formal recognition at these levels. Examples might be additional credit hours needed to complete licensure requirements; refresher courses in any technical or professional area; certificates of competency (for example in performing arts); or advanced work that does NOT meet the requirements of the next higher degree but constitutes an organized program of study and is recognized by the institution.

Administrative unit — An administrative unit is the office in a multi-campus environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. The administrative office for a one-campus school is not considered an administrative unit for IPEDS reporting purposes. If this entity, as named on page 1, box 1, is an administrative unit only, stop here and return the completed survey to the address shown on page 1.

4. No formal award programs — Indicate whether this institution offers programs with stated occupational objectives and well-defined completion requirements that do not lead to a formal award.
5. Institutional accreditation — Indicate the types of agencies which accredit this institution.
6. Regional accreditation — Please indicate which regional association accredits your institution.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS - IC — Continued

PART B — ORGANIZATION AND ACCREDITATION — Continued

7. National institutional or specialized accreditation — If this institution or any of its programs, departments, or schools is currently accredited by any of the national institutional or specialized accrediting agencies recognized by the Secretary, U.S. Department of Education (Higher Education and Occupational/Vocational Institution Eligibility Agencies) which are listed on pages 7—9, mark the appropriate box(es) for all that apply.

PART C — CALENDAR, ADMISSION REQUIREMENTS, AND SERVICES

1. Calendar system — Indicate the predominant calendar on which the institution operates. If courses or programs are offered on more than one calendar, select the system under which most courses or programs are offered. If there is no predominant calendar system at this institution, mark (X) box 5, 6, or 7, as appropriate.
2. Location of course instruction — Indicate all locations where credit or noncredit courses are offered. The intent of this item is to identify geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.
3. Types of facilities used for course instruction — Indicate all of the types of facilities at which credit or noncredit course instruction is offered. Do not include facilities such as rented space on or adjacent to primary campuses.
4. Course instruction at military installations — Indicate whether your institution offers credit courses at military installations in States and territories and/or abroad.
5. Admission requirements — This item refers to undergraduate credit programs only. Mark the types of information that are used as part of the selection process for freshmen entering your institution. Mark "no entering freshmen" if yours is an upper level, graduate, or first-professional only institution.
6. Further admissions requirements — This item refers to institutions that limit entrance to students who have completed certain academic requirements. Indicate the level of completion required.
7. Modes of instruction — For credit and noncredit activities separately, indicate from the choices listed all of the types of instructional delivery that are employed by the institution at any of its locations. This list is not intended to be exhaustive, and omits the more traditional instructional modes.

Work in a job-related setting with pay could include programs in which substantial periods of academic study alternate with work for pay in industries and occupations which are the objectives of the program. It could also include employment held simultaneously with instruction if the employment was considered an integral part of the program. Include research and teaching assistantships here.

Work in a job-related setting without pay could include student/practice teaching or unpaid internships.
8. Selected student services — Indicate which of the selected services are provided for students at the institution. Mark "remedial services" if the institution has either required or voluntary activities designed to raise basic achievement levels or to improve basic skills. Include day care if the service is available, whether or not enrollees are charged a fee.
9. Library — Indicate whether this institution has its own library, shares a library, or has no facility.

PART D — STUDENT CHARGES

It is recognized that tuition and required fees and room and board charges may not be the same for all students at an institution. Therefore, please be guided by the following —

- Report tuition and fees charged to in-district, in-State and out-of-State students as requested.
- Include all fixed sum charges which are REQUIRED of such a large proportion of all students that the student who does not pay the charges is an exception.
- Do not include any charges which are clearly optional.
- If the institution has a single lump-sum charge for tuition, required fees, and room and board, apportion the lump-sum charges among the appropriate categories so that tuition and fees and room and board can be analyzed separately.

Data items to be completed.

1. Application fee — If your institution charges an application fee for admission, indicate the amount.
2. Enrollment of full-time students — Indicate if your institution enrolls any students on a full-time basis.
3. Basis for charging full-time students — Indicate the method by which full-time students most frequently are charged.

When reporting student charges information in these questions, please choose the appropriate METHOD(S) OF REPORTING, according to how you answered question 3. Report charges BY PROGRAM, if your institution is organized such that students enter into a particular program and tuition and fees are assessed based on the program chosen. This method of reporting is particularly relevant to occupational and vocational programs. For example, a 1500 hour cosmetology program may cost \$2,500 for the entire program. Or report by ACADEMIC YEAR, if charges are assessed by credit hour, quarter, semester, trimester, or term. NOTE — These charges must be converted to ACADEMIC YEAR charges.

If your institution uses both methods, that is, for some vocational/occupational programs, charges are assessed by the program, while for academic programs, tuition and fees are charged by semester or term, then report BOTH ways.
4. Number of programs — Provide the total number of programs that your institution offers.
5. Length of programs — Indicate whether your institution offers programs that are at least 300 contact hours or clock hours, or 6 semester or trimester hours, or 12 quarter hours.
6. Largest programs — Provide the title, Classification of Instructional Program (CIP) code, in-State tuition and required fees for the total program, the cost of books and supplies for the total program, and the length of the program in contact hours.
 - Enter the title of the program as designated by your institution.
 - Please note that English as a second language and GED courses are not to be included in IPEDS.
 - Refer to the enclosed NCES publication, the 1990 version of the Classification of Instructional Programs (CIP). Match your program title as closely as possible with a program listed in this publication. Enter the corresponding 6-digit code in the appropriate space.
 - Enter the total in-State tuition and required fees charged for the entire length of the program.
 - Enter the cost of books and supplies for the total program.
 - Report the full length of the program measured in contact or clock hours.

GENERAL INSTRUCTIONS – IC — Continued

7. and 8. Typical tuition and required fees for undergraduate and graduate students — Enter in the spaces provided the dollar amount of tuition and required fees for an academic year most frequently charged to each of the types of full-time students indicated. NOTE — If tuition is charged on a per credit hour basis, multiply the charge per credit hour by the number of hours that would normally be required per academic year to complete a degree or program at the level indicated and add the typical required fees.

Undergraduate students include: (1) those who have not obtained a bachelor's degree; (2) all students in bachelor's degree programs which require at least 4 years but fewer than 6 years of college work; and (3) all students in occupational or general study programs requiring 1, 2, or 3 years of college work and which are designed to prepare students for immediate employment, or to provide general education rather than as the first 1, 2, or 3 years of a bachelor's degree program.

Graduate students are those who have attained at least one standard bachelor's degree or first-professional degree and are or could be candidates for Master's or Doctor's degrees. DO NOT include candidates for the degrees of D.P.M., D.D.S., D.M.D., M.D., O.D., D.V.M., L.L.B., J.D., B.D., or other first-professional degrees; these are to be reported in question 9.

In 7c, enter the typical number of credit (or contact) hours taken by a full-time undergraduate student in a full academic year. Answer in credit hours or contact hours but not both. Provide a single figure, not a range of hours. In 8c, enter the typical number of credit hours taken by a full-time graduate student in a full academic year.

9. Tuition and required fees for first-professional programs — Enter in the spaces provided the dollar amount of in-State and out-of-State tuition and required fees for an academic year charged to full-time students in each of the first-professional programs offered at this institution, or mark box 9a if you have no full-time first-professional students.

In 9c, enter the typical number of credit hours taken by a full-time first-professional student in a full academic year. Provide a single figure, not a range of hours.

10. and 11. Typical room and board charges — Check the appropriate boxes in questions 10a and 10b to indicate if this institution provides room and board to students. Report the total dormitory capacity (number of students) for an academic year in 10a, if applicable. Report the number of meals per week covered by the board charge in 10b, if applicable. If there is not a fixed number of meals per week covered by the board charge, check the box provided for this purpose in 10b instead. If your institution reported the number of meals per week on last year's survey form, the number is provided for reference.

Report the typical room charge (for an academic year) to a full-time student sharing a room with one other student in 11a, if applicable. Report the typical board charge (for an academic year) to a full-time student in 11b, if applicable. DO NOT report the total of 11a and 11b in 11c.

If this institution assesses a combined charge for room and board, report these charges separately in 11a and 11b if possible. If the room and board charge CANNOT BE SEPARATED, report the combined charge in 11c.

Room and board charges reported on the previous year's survey form are included for reference.

PART E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY

NOTE — Part E requests data for academic year 1995–96, unlike Parts A–D and Part F which request data for academic

year 1996–97. Please read the definition of credit course in the glossary before completing this section of the survey form.

Total activity

- 1a. Fall enrollment — Report the total number of students enrolled for credit at your institution as of October 15, 1995, or on your institution's official fall reporting date. If your institution received the 1995 Fall Enrollment survey, report here the sum of columns 15 and 16 on line 29 of the survey. If your institution received the 1995 Consolidated survey instead, report the sum of columns 15 and 16 on line 29 of Part A of that survey. This number will include students taking courses for credit as well as those enrolled in occupational and vocational programs. This number will be preprinted on your form if your institution provided the data last year.

- 1b. Unduplicated headcount during 12-month period Coverage — Institutions should report an unduplicated count of the total number of students by level (undergraduate, graduate, or first-professional) enrolled during the 12-month reporting period in any courses leading to a degree or other formal award AND any students enrolled in courses that are part of a terminal vocational or occupational program. DO NOT report students whose only credit was at a branch campus in a foreign country.

DO NOT include interns or residents as those students have already received their first-professional degrees and are NOT included in surveys of fall enrollment.

How to report unduplicated headcount —

- Report students according to the level of their standing with the institution. Students who already hold a baccalaureate degree but are enrolled as an undergraduate for additional undergraduate courses should be counted as undergraduates. Students admitted with graduate standing should be counted as graduate students even if they are taking some undergraduate courses.
- In order to determine an unduplicated number of students enrolled, count each student only once during the 12-month period. Example 1: If a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once. Example 2: If a student is an undergraduate in the fall and a graduate in the spring, count the student at his/her highest level attained.
- To report an unduplicated count of full-time, first-time, degree-seeking undergraduates during the regular academic year, first determine the number of full terms offered by the institution. For example, if your institution is on the semester system, add the full-time, first-time fall enrollment to those that were full-time, first-time in the spring. By definition, students attending in the summer are included in the first-time fall count. If this is not the practice at your institution, then be sure to include first-time, full-time summer students if they are taking 12 credits or more.

1c. Instructional activity

Coverage —

Credit hour activity — Include instructional activity in all courses offered for credit that are measured in terms of credit hours, regardless of whether the student completes the course. (See the Glossary for the definition of "credit course.") Also include courses comprising part of a terminal vocational or occupational program that are measured in terms of credit hours, regardless of whether these courses lead to a formal award by the institution. Include credit courses taken by high school students. Do not include credit courses that are audited by students, or credit courses of students studying abroad. If your institution does not offer credit hour courses, leave lines 1, 3 and 4 blank.

GENERAL INSTRUCTIONS – IC — Continued

PART E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY — Continued

1c. Instructional activity — Continued

Coverage — Continued

Contact hour activity — Include instructional activity in all courses offered for credit that are measured in terms of contact or clock hours, regardless of whether the student completes the course. (See the Glossary for the definition of "credit course.") Also include courses that are part of a terminal occupational or vocational program that are measured in contact or clock hours, regardless of whether these courses lead to a formal award by the institution. Include credit courses taken by high school students. Do not include credit courses that are audited by students, or credit courses of students studying abroad. If your institution does not offer contact hour courses, leave the line blank.

Total activity for 12-month period — Report the total credit hour and contact hour activity for all students for the entire year. Include all short courses as well as regular academic terms. *Read the instructions below entitled "How to compute instructional activity" before providing the 12-month instructional activity data.*

Activity in fall term — Report the total credit hour activity and contact hour activity for the previous fall term. These data should also be included as part of the 12-month instructional activity data. *Read the instructions below entitled "How to compute instructional activity" before providing the fall term instructional activity data.* If your institution has no fall term, leave this column blank and mark (X) in the space provided.

Level of course — The level of each course (undergraduate, first-professional, or graduate) should be the level of the course as designated by the institution.

If there are courses that cannot be assigned to a single level (e.g., if some courses serve both undergraduates and graduates), partition the enrollment in the course based on the level of the student. For example, credit enrollment in a course may be partitioned between the undergraduate and graduate levels and the instructional activity for the course partitioned between 1c1 and 1c3.

Special cases — If there are special cases where courses are not measured in terms of credit hours or contact hours (such as first- professional programs), use the worksheet area following Part E, question 1c to estimate instructional activity.

How to compute instructional activity —

Credit hour activity — In computing credit hour activity, include ONLY those courses offered for credit that are measured in terms of credit hours, as well as courses that are part of an occupational or vocational program that are measured in terms of credit hours. **DO NOT CONVERT CONTACT HOUR ACTIVITY INTO CREDIT HOUR ACTIVITY.** To determine the credit hour activity for a course, multiply the CREDIT HOUR value of the course by the number of students enrolled in the course for credit. (NOTE — The number of students enrolled in the course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term and the 5th day of each summer or short term.)

Example: The credit hour activity for a 3-credit course with an enrollment of 30 students is 90 credit hours. Using this method, compute the credit hour activity for each course and then sum the activity for all credit hour courses for the specified period (12-month period or fall term).

Contact hour activity — In computing contact hour activity, include ONLY those courses offered for credit that are measured in terms of contact or clock hours, as well

as courses that are part of an occupational or vocational program that are measured in terms of contact or clock hours. **DO NOT CONVERT CREDIT HOUR ACTIVITY INTO CONTACT HOUR ACTIVITY.** To determine the contact hour activity for a course, multiply the CONTACT HOUR value of the course by the number of students enrolled in the course for credit. (NOTE — The contact hour value of a course is the number of hours per week that the course meets times the number of weeks the course is given. For example, a 3-week real estate licensure course that meets 15 hours per week has a value of 45 contact hours. The number of students enrolled in the course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term, and the 5th day of each summer or short term.)

Example: The contact hour activity for a 900-contact hour course with an enrollment of 20 is 18,000 contact hours. Using this method, compute the contact hour activity for each course and then sum the activity for all contact hour courses for the specified period (12-month period or Fall Term). If a course does not end within the 12-month period (e.g., if only 40 weeks of a 64-week course fall within the specified period 12-month period), see the special instructions below to determine the computation of instructional activity for these courses.

Special Instructions — If a course does not end within the specified 12-month period, the instructional activity for the course should be reported only for the number of weeks which do fall within the 12-month period. For example, if only 40 weeks of a 64 week course (which meets 15 hours per week and has an enrollment of 30 students) falls within the 12-month period, the contact hour activity for this course would be computed as follows: 40 weeks x 15 hours per week x 30 students = 18,000 contact hours.

2. Summer session activity — In 2a indicate whether your institution offers a summer session. If it does, indicate whether it functions independently of the main academic portion of this institution (i.e., may have its own funding, admissions requirements, course offerings, completions requirements and/or recordkeeping) and whether summer session enrollment is included in the unduplicated count data in question 1b and in the instructional activity data in question 1c.

Report in 2b the number of students enrolled (total unduplicated count) for credit as well as students taking courses that are part of a terminal occupational or vocational program, in the summer session specified.

Report in 2c the total instructional activity for the summer session, using the instructions for Part E, item 1c for general guidance.

3. Extension division/program activity — In 3a, indicate whether your institution operates an extension division/ program. If it does, indicate whether it functions independently of the main academic portion of this institution (i.e., may have its own funding, admissions requirements, course offerings, completions requirements, and/or recordkeeping) and whether the extension division enrollment is included in your responses to total fall enrollment (Part E, 1a), total unduplicated count (Part E, 1b) and total activity (Part E, 1c).

Report in 3b the number of students enrolled (total unduplicated count) for credit as well as students taking courses that are part of a terminal occupational or vocational program, in the extension division in the specified 12-month period.

Report in 3c the total instructional activity for the extension division component for the 12-month period, using the instructions for Part E, item 1c for general guidance.

GENERAL INSTRUCTIONS – IC — Continued

PART F — ADDITIONAL INFORMATION

1. Eligibility for Federal programs — Indicate for which of these Federal programs the institution is eligible. This list is not intended to be exhaustive.
2. Job Training Partnership Act — Indicate whether this institution offers instruction through the Job Training Partnership Act (JPTA).
3. Reserve Officers Training Corps — Indicate whether this institution participates in programs under the sponsorship of the U.S. Armed Forces. Also indicate all those services that offer instructional programs recognized by this institution.
4. Athletic aid — Please indicate if your institution offers athletic aid to students.

GLOSSARY INSTITUTIONAL CHARACTERISTICS – IC

ABROAD — Any geographic location not in the aggregate United States, which includes the 50 States, the District of Columbia, and the outlying areas.

ACADEMIC PROGRAM — Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

ACADEMIC YEAR — The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan.

ACCREDITING AGENCIES — Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.

ATHLETICALLY-RELATED STUDENT AID — Any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution.

ADMINISTRATIVE UNIT — The administrative office in a multi-campus environment. This may also apply to the parent or lead campus in a system with one or more branch campuses.

ADMISSIONS TEST SCORES — Scores on standardized admissions tests or special admissions tests.

ADULT BASIC EDUCATION — Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school degree, nor are they part of any academic, occupational, or vocational program.

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

AVOCATIONAL PROGRAMS — Instructional programs in personal interest and leisure categories whose expressed intent is NOT to produce postsecondary credits, nor to lead to a formal award or an academic degree, nor result in occupationally specific skills.

BACHELOR'S DEGREE — An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK STUDY PLAN) PROGRAM. A

cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also, includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

BOARD CHARGES — The charge for an academic year for meals, for a specified number of days per week.

BRANCH INSTITUTION — A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses.

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

CHIEF ADMINISTRATOR — The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution or that component of an organization that conducts postsecondary education and may report to a governing board.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

CLOCK HOUR — *See definition for contact hour.*

COLLEGE WORK STUDY PROGRAM (CWS) — (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.) Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students.

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

CONTINUING PROFESSIONAL EDUCATION — Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry or social work) to obtain additional training in their particular field of study.

CORRESPONDENCE — Method of instruction with students receiving structured units of information and accompanying material completely through the mail.

COUNSELING SERVICE — Activities designed to assist students in making plans and decisions related to their education, career, or personal development.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS – IC

CREDIT — Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

CREDIT HOUR — A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

DAY CARE SERVICE — A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs.

DEGREE — An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

DOCTOR'S DEGREE — The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

DORMITORY CAPACITY — The maximum number of students that the institution can provide dormitory housing facilities for, whether on or off campus.

EMPLOYMENT SERVICES FOR CURRENT STUDENTS — Activities intended to assist students in obtaining part-time employment as a means for defraying part of the cost of their education.

EXTENSION DIVISION — A unit of the institution that provides institutional services including the planning, organization, and delivery of extended campus offerings. To carry out these activities, it generally maintains its own enrollment, personnel, and financial records separate from those of the main institution (although an institution may include these records in its own institutional data base). It does not grant either degree-credit or degrees, but these may be awarded by the institution for instruction provided through the extension division.

FALL TERM — That part of the academic year that begins between late August and November 1.

FIRST-PROFESSIONAL CERTIFICATE (POST- DEGREE) — An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

FIRST-PROFESSIONAL DEGREE — An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession, (2) at least 2 years of college work

prior to entering the program, and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

First-professional degrees may be awarded in the following ten fields —

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm. D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Veterinary Medicine (D.V.M.)
- Law (L.L.B., J.D.)
- Theology (M. Div., M.H.L., B.D., or Ordination)

FOUR-ONE-FOUR PLAN — The 4-1-4 calendar consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.

FRESHMAN — A first year undergraduate student.

FULL-TIME STAFF — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full-time. Includes faculty on sabbatical leave, and persons who are on leave but remain on the payroll.

FULL-TIME STUDENT —

- Undergraduate — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- Graduate — A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or students involved in thesis or dissertation preparation that are considered full time by the institution.
- First-Professional — As defined by the institution.

GRADUATE STUDENT — A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs.

HEALTH EDUCATION ASSISTANCE LOAN (HEAL) — Federally insured loans to students attending eligible health professions schools. Section 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program.

HEARING IMPAIRED — Any person whose hearing loss is sufficiently severe to adversely affect their educational performance.

HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT — A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination.

HOME STUDY — Method of instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation, grade assignment, and the awarding of credit.

IN-DISTRICT STUDENT — A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS – IC

IN-STATE STUDENT — A student who is a legal resident of the State in which he/she attends school.

INSTITUTIONAL SYSTEM — Two or more institutions of higher education under the control or supervision of a single administrative body.

INSTRUCTIONAL ACTIVITY — The provision of course-work to students which can be measured in various terms.

JOB TRAINING PARTNERSHIP ACT (JTPA) — Legislation effective beginning Federal Fiscal Year 1984, enabling Private Industry Councils (PICs) in service areas defined within each state to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served.

LIBRARY — An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.

LOCAL EDUCATION AGENCY (LEA) — A public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for public elementary or secondary schools in (1) a city, county, township, school district, or other political subdivision of a State, (2) such combination of school districts or counties a State recognizes as an administrative agency for its public elementary or secondary schools, (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school, and (4) any other public institution or agency that has administrative control and direction of a vocational education program.

MASTER'S DEGREE — An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

MILITARY INSTALLATIONS — One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, including Reserves and National Guard.

MOBILITY IMPAIRED — Any person who must use a standard manual or electric wheelchair or other assistive device to move from place to place, or any person who otherwise finds stairs and other similar physical features impediments to movement.

NATIONAL INSTITUTIONAL ACCREDITATION — Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies.

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate or other formal award.

OCCUPATIONAL PROGRAM — A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.

OFF-CAMPUS FACILITY — A teaching facility located some distance away from the educational institution which operates it.

OPEN ADMISSION — Admission policy whereby the school will accept any student who applies.

OUT-OF-STATE STUDENT — A student who is not a legal resident of the state in which he/she attends school.

PART-TIME STUDENT

- Undergraduate — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week each term.
- Graduate — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less.

PELL GRANT PROGRAM — (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses.

PERKINS LOAN PROGRAM (FORMERLY NATIONAL DIRECT STUDENT LOANS) — (Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.

PLACEMENT SERVICES FOR PROGRAM COMPLETERS — Assistance for students in evaluating their career alternatives as well as in obtaining full-time employment upon leaving the institution.

POSTBACCALAUREATE CERTIFICATE — An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master.

POSTBACCALAUREATE STUDENT — A student with a bachelor's degree, who is enrolled in graduate or first-professional courses.

POST-MASTER'S CERTIFICATE — An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS – IC

POSTSECONDARY EDUCATION — The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocation and adult basic education programs.

PREDOMINANT CALENDAR SYSTEM — The method by which an institution structures most of its courses for the academic year.

PRIVATE FOR- PROFIT (PROFIT-MAKING) INSTITUTION — A private institution in which the individual(s) or agency in control receives compensation other than wages, rent or other expenses for the assumption of risk.

PRIVATE INSTITUTION — An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials.

PRIVATE NONPROFIT INSTITUTION — A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and those affiliated with a religious organization.

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

PROGRAM WITH NO FORMAL AWARD — Any formally organized program with stated educational objectives and well defined completion requirements that does not lead to a formal reward.

PUBLIC INSTITUTION — An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

QUARTER CALENDAR SYSTEM — A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

REMEDIAL SERVICES — Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

RESIDENCE — A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.

ROOM CHARGES — The charges for an academic year for rooming accommodations of a typical student sharing a room with one other student.

SHARED LIBRARY — A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor.

SPECIALIZED ACCREDITATION — Specialized accreditation normally applies to evaluation of programs, departments or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a

university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies do accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.

SPECIAL ADMISSIONS TESTS — Tests prepared by or for a particular institution, or State (for State institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.

STAFFORD LOANS (FORMERLY GUARANTEED STUDENT LOANS) — (Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, graduate and first-professional students at eligible postsecondary institutions.

STANDARDIZED ADMISSIONS TESTS — Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

SUMMER SESSION — A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session.

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG) — (Higher Education Act of 1965, as amended, Title IV, Part 2, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) — Standardized test designed to determine an applicant's ability to benefit from instruction in English.

TRIMESTER CALENDAR SYSTEM — An academic year consisting of 3 terms of about 15 weeks each.

TUITION AND REQUIRED FEES —

- **Tuition** — Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
- **Required fees** — Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is an exception.

12-MONTH PERIOD — The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among all IPEDS surveys and from year-to-year.

GLOSSARY — Continued
INSTITUTIONAL CHARACTERISTICS – IC-1

UNDERGRADUATE — A student enrolled in a 4- or 5-year bachelor's degree program, in an associate's degree program, or a vocational or technical program below the baccalaureate.

UNDUPLICATED COUNT — The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

UNITID CODE — Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

VETERANS ADMINISTRATION EDUCATION BENEFITS (VA) — Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving spouse and children, discharged veterans, and active military personnel in special programs.

VISUALLY IMPAIRED — Any person whose sight loss is sufficiently severe and not correctable, and adversely affects educational performance.

FORM IPEDS-IC-ADD
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEMINSTITUTIONAL
CHARACTERISTICS SURVEY

1996-97

NOTE - The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

RETURN TO

*Please read the accompanying instructions before completing this survey form. Respond to each item on this report in the space provided.**Certain terms are defined in the Glossary which begins on page 3 of the instructions.*

Date due: September 1, 1996

Mailing address — If IPEDS forms should be mailed to an address that is not the school location, complete the following information.

Name of institution

Street or PO Box

City

State

ZIP Code

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

INSTITUTIONAL IDENTIFICATION 1996-97

Please correct errors in the name, address, ZIP Code, and other information listed below.

1. Name of institution covered by this report

2. UNITID

☐ Mark (X) this box if mailing address is the same as the institution's physical location.

3. Physical location of institution (Number and street name)

4. Employer ID Number (EIN)
(9 digits)

City

State

ZIP Code

5. Name of county or independent city

6. Name of chief administrator

Title

7. Congressional
district

8. Name of respondent

9. E-Mail address

10. Telephone
numbers

Respondent's

FAX

General information

Financial aid office

Admissions office

PURPOSE OF THE SURVEY AND WHO SHOULD RESPOND

The primary purpose of the Institutional Characteristics (IC) component of IPEDS is to collect the basic data that identify and describe the universe of postsecondary education institutions in the United States and its outlying areas. Each institution or branch campus should file a separate report so that they can be listed in the Directory of Postsecondary Institutions.

USES OF THE DATA

Survey results will be used in a variety of ways. For example, they will be used as the source file for sample design for other postsecondary data collection activities. Other uses include generating basic counts of institutions in each State by type, control, and other key institutional characteristics; compiling directories of postsecondary education institutions that will be made available to the general public; and incorporating results into Career Information Delivery Systems throughout the nation. The data are extremely valuable for survey research design, statistical analysis, and general information purposes.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 2.0 hours per response, with an average of 1 hour, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

REMARKS SECTION — *Please enter any remarks you may have in this section.*

Part A — TYPES OF EDUCATIONAL OFFERINGS

IC-ADD

Which of the following types of instruction/programs does your institution offer?
 Mark (X) all that apply.

- | | |
|---|---|
| 1 <input type="checkbox"/> Occupational, may lead to a certificate, degree, or other formal award | 4 <input type="checkbox"/> Recreational or avocational (leisure) programs |
| 2 <input type="checkbox"/> Academic, leading to a certificate, degree, or diploma | 5 <input type="checkbox"/> Adult basic or remedial instruction or high school equivalency |
| 3 <input type="checkbox"/> Continuing professional (postbaccalaureate only) | 6 <input type="checkbox"/> Secondary (high school) |

If you marked ONLY items 4, 5, or 6 above, please stop and return the form to the address printed on the front of the form.

Part B — ORGANIZATION AND ACCREDITATION

1. Will your institution complete IPEDS forms for OTHER institutions or branch campuses?

- 1 ☐ Yes — *List the information requested below for those institutions.*
- 2 ☐ No — *SKIP to item 2*

UNITID	Institution name	Address	City	State	ZIP Code

A SEPARATE survey form should also be completed for each institution or branch listed above.

2. What is your institutional control or affiliation? (*Do not indicate both public and private.*)

PUBLIC

Mark (X) only one.

- | | |
|--|--|
| 1 <input type="checkbox"/> Federal | 6 <input type="checkbox"/> Township |
| 2 <input type="checkbox"/> State | 7 <input type="checkbox"/> City |
| 3 <input type="checkbox"/> Territorial | 8 <input type="checkbox"/> Special district |
| 4 <input type="checkbox"/> School district | 9 <input type="checkbox"/> Other — Specify ➤ |
| 5 <input type="checkbox"/> County | |

PRIVATE

Mark (X) all that apply but do not indicate both profit-making and nonprofit.

- 1 ☐ Profit-making — SKIP to question 3
- 2 ☐ Nonprofit ➤
- a ☐ Independent (no religious affiliation) — SKIP to question 3
- b ☐ Religious affiliation ➤
- 1 ☐ Catholic
- 2 ☐ Jewish
- 3 ☐ Protestant — Specify ➤

- 4
- ☐
- Other — Specify ➤

CENSUS
USE ONLY

3. What award levels are offered by your institution? (One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.)

Mark (X) all that apply.

BELOW THE BACCALAUREATE

- 1 ☐ Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours)
- 2 ☐ Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours)
- 3 ☐ Associate's Degree
- 4 ☐ Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 but less than 3600 contact or clock hours)

BACCALAUREATE AND ABOVE

- 5 ☐ Bachelor's Degree
- 6 ☐ Postbaccalaureate Certificate
- 7 ☐ Master's Degree
- 8 ☐ Post-Master's Certificate
- 9 ☐ Doctor's Degree
- 10 ☐ First-Professional Degree
- 11 ☐ First-Professional Certificate (Post-Degree)

- 12
- ☐
- Other — Specify ➤

An administrative unit is the office in a multi-campus environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. Mark (X) the box below if the entity covered by this form and named in item 1 on the front cover is an administrative unit only.

- 1 ☐ — *If this is an administrative unit only, STOP HERE, make sure you have completed pages 1—4, and return this form to the address shown on page 1. Complete a separate survey form for each campus for which you are responsible.*

NOTE — The administrative office for a one-campus school is NOT considered an administrative unit for IPEDS reporting purposes.

4. Has this institution been providing postsecondary instruction for at least 2 consecutive years (except for normal vacation periods)? A change in name or ownership of this institution during this 2-year period is not relevant for the purpose of answering this question.

- 1 ☐ Yes
2 ☐ No
3 ☐ Don't know

5. Is this institution licensed by a State or local licensing or regulatory agency?

- 1 ☐ Yes — What is the agency's name and address? —————→

- 2 ☐ No

6. This institution is accredited by the following accrediting agency(ies).

Mark (X) all that apply.

- 1 ☐ National institutional or specialized accrediting agency 3 ☐ State accrediting or approval agency
2 ☐ Regional accrediting agency — *Please complete question 7.* 4 ☐ Not applicable

7. If you marked (X) box 2 in question 6 above — *Indicate below the regional association that accredits your institution. (Mark (X) only one.)*

- | | |
|---|--|
| 1 <input type="checkbox"/> Middle States Association of Colleges and Schools, Commission on Higher Education | 7 <input type="checkbox"/> Northwest Association of Schools and Colleges, Commission on Colleges |
| 2 <input type="checkbox"/> Middle States Association of Colleges and Schools, Commission on Secondary Schools | 8 <input type="checkbox"/> Southern Association of Colleges and Schools, Commission on Colleges |
| 3 <input type="checkbox"/> New England Association of Schools and Colleges Commission on Institutions of Higher Education | 9 <input type="checkbox"/> Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges |
| 4 <input type="checkbox"/> New England Association of Schools and Colleges Commission on Vocational, Technical, Career Institutions | 10 <input type="checkbox"/> Western Association of Schools and Colleges, Accrediting Commission for Schools |
| 5 <input type="checkbox"/> North Central Association of Colleges and Schools, Commission on Institutions of Higher Education | 11 <input type="checkbox"/> Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities |
| 6 <input type="checkbox"/> North Central Association of Colleges and Schools, Commission on Schools | |

8. Is this institution or any of its programs, departments, or schools currently accredited by any of the accrediting agencies recognized by the Secretary, U.S. Department of Education, which are listed on pages 6—8?

- 1 ☐ Yes — *Continue with Part B on page 6 and mark (X) all that apply.*
2 ☐ No — *SKIP to Part C on page 9.*

**LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES IC-ADD
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION**

Review the following list of National Institutional and Specialized Accrediting Bodies and mark (X) all that apply for your institution. Be sure to review the entire list.

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY, INC.

- ☐ 001 Engineering (ENG) — Basic (baccalaureate) and advanced (master's) level programs in engineering
- ☐ 102 Engineering-related (ENGR) — Engineering-related programs at the baccalaureate and advanced degree level
- ☐ 002 Engineering Technology (ENGT) — Associate and baccalaureate degree programs in engineering technology

ACCREDITING ASSOCIATION OF BIBLE COLLEGES

- ☐ 011 Bible College Education (BI) — Bible colleges and institutes offering undergraduate programs

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

- ☐ 005 Allied Health Education (AHE) — Private, postsecondary institutions
- ☐ 003 Medical Assistant Education (MAAB) — Private schools and programs
- ☐ 004 Medical Laboratory Technician Education (MLTAB) — Private schools and programs

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES OF TECHNOLOGY

- ☐ 086 Occupational Education (NATTS) — Private postsecondary degree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers
- ☐ 087 Occupational Education (NDNAT) — Private nondegree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers

ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION

- ☐ 006 Health Services Administration (HSA) — Graduate programs in health services administration

ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING

- ☐ 099 Continuing Education (CNCE) — Noncollegiate continuing education institutions and programs

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

- ☐ 068 Business (JRCB) — Private junior colleges
- ☐ 069 Business (SRCB) — Private senior colleges
- ☐ 070 Business (PPB) — Private postsecondary schools

ACCREDITING COUNCIL ON EDUCATION IN JOURNALISM AND MASS COMMUNICATIONS

- ☐ 007 Journalism and Mass Communications (JOUR) — Units within institutions offering professional undergraduate and graduate (master's) degree programs

AMERICAN ACADEMY FOR LIBERAL EDUCATION

- ☐ 116 Liberal Education (LBRL) — Institutions of higher education and programs within institutions of higher education that offer liberal arts degree(s) at the baccalaureate level or a documented equivalency

AMERICAN ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY

- ☐ 012 Marriage and Family Therapy (MFCC) — Clinical training programs
- ☐ 013 Marriage and Family Therapy (MFCD) — Graduate degree programs

AMERICAN ASSOCIATION OF NURSE ANESTHETISTS

- ☐ 014 Nurse Anesthesia (ANEST) — Generic nurse anesthesia educational programs/schools

AMERICAN BAR ASSOCIATION

- ☐ 015 Law (LAW) — Professional schools

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

- ☐ 016 Funeral Service Education (FUSER) — Institutions and programs awarding diplomas, associate degrees, and bachelor's degrees

AMERICAN COLLEGE OF NURSE-MIDWIVES

- ☐ 017 Nurse Midwifery (MIDWF) — Basic certificate and basic master's degree programs

AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION

- ☐ 018 Pharmacy (PHAR) — Professional degree programs

AMERICAN DENTAL ASSOCIATION

- ☐ 019 Dental Assisting (DA)
- ☐ 020 Dental Hygiene (DH)
- ☐ 021 Dental Technology (DT)
- ☐ 022 Dentistry (DENT) — Programs leading to the D.D.S. or D.M.D. degree, advanced general dentistry and specialty programs, and general practice residency programs

AMERICAN DIETETIC ASSOCIATION, THE

- ☐ 023 Dietetics (DIET) — Coordinated undergraduate programs
- ☐ 024 Dietetics (DIETI) — Postbaccalaureate dietetic internship programs

AMERICAN LIBRARY ASSOCIATION

- ☐ 025 Librarianship (LIB) — Master's programs leading to the first professional degree

AMERICAN MEDICAL ASSOCIATION AND ASSOCIATION OF AMERICAN MEDICAL COLLEGES, LIAISON COMMITTEE ON MEDICAL EDUCATION, COUNCIL ON MEDICAL EDUCATION

- ☐ 078 Medicine (MED) — Programs leading to the M.D. degree

CONTINUED ON NEXT PAGE

**LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES IC-ADD
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued**

Mark (X) all that apply for your institution.

**AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON
ALLIED HEALTH EDUCATION AND ACCREDITATION**

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 028 | Cytotechnologist (CYTO) |
| <input type="checkbox"/> | <input type="checkbox"/> | 029 | Diagnostic Medical Sonographer (DMS) |
| <input type="checkbox"/> | <input type="checkbox"/> | 030 | Electroneurodiagnostic Technologist (ENDT) |
| <input type="checkbox"/> | <input type="checkbox"/> | 031 | Emergency Medical Technician-Paramedic (EMTP) |
| <input type="checkbox"/> | <input type="checkbox"/> | 032 | Histologic Technician/Technologist (HT) |
| <input type="checkbox"/> | <input type="checkbox"/> | 033 | Medical Assistant (MA) — One- and two-year programs |
| <input type="checkbox"/> | <input type="checkbox"/> | 035 | Medical Laboratory Technician (MLTC) — Certificate programs |
| <input type="checkbox"/> | <input type="checkbox"/> | 034 | Medical Laboratory Technician (MLTAD) — Associate degree |
| <input type="checkbox"/> | <input type="checkbox"/> | 036 | Medical Record Administrator (MRA) |
| <input type="checkbox"/> | <input type="checkbox"/> | 037 | Medical Record Technician (MRT) |
| <input type="checkbox"/> | <input type="checkbox"/> | 038 | Medical Technologist (MT) — Professional programs |
| <input type="checkbox"/> | <input type="checkbox"/> | 039 | Nuclear Medicine Technologist (NMT) |
| <input type="checkbox"/> | <input type="checkbox"/> | 041 | Occupational Therapist (OT) — Professional programs |
| <input type="checkbox"/> | <input type="checkbox"/> | 040 | Ophthalmic Medical Assistant (OMA) — Programs of 6 months or longer |
| <input type="checkbox"/> | <input type="checkbox"/> | 042 | Perfusionist (PERF) |
| <input type="checkbox"/> | <input type="checkbox"/> | 026 | Physician Assistant (PA) |
| <input type="checkbox"/> | <input type="checkbox"/> | 046 | Radiation Therapy Technologist (RADTT) |
| <input type="checkbox"/> | <input type="checkbox"/> | 043 | Radiographer (RAD) |
| <input type="checkbox"/> | <input type="checkbox"/> | 044 | Respiratory Therapist (REST) |
| <input type="checkbox"/> | <input type="checkbox"/> | 045 | Respiratory Therapy Technician (RESTT) |
| <input type="checkbox"/> | <input type="checkbox"/> | 027 | Specialist in Blood Bank Technology (SBBT) |
| <input type="checkbox"/> | <input type="checkbox"/> | 047 | Surgeon's Assistant (SA) |
| <input type="checkbox"/> | <input type="checkbox"/> | 048 | Surgical Technologist (ST) |

AMERICAN OPTOMETRIC ASSOCIATION

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 051 | Optometry (OPTT) — Technician programs |
| <input type="checkbox"/> | <input type="checkbox"/> | 049 | Optometry (OPT) — Professional degree programs |
| <input type="checkbox"/> | <input type="checkbox"/> | 050 | Optometry (OPTR) — Residency programs |

AMERICAN OSTEOPATHIC ASSOCIATION

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 052 | Osteopathic Medicine (OSTEO) — Programs leading to the D.O. degree |
|--------------------------|--------------------------|-----|--|

AMERICAN PHYSICAL THERAPY ASSOCIATION

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 054 | Physical Therapy (PTAA) — Programs for the physical therapist assistant |
| <input type="checkbox"/> | <input type="checkbox"/> | 053 | Physical Therapy (PTA) — Professional programs for the physical therapist |

AMERICAN PODIATRIC MEDICAL ASSOCIATION

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 055 | Podiatry (POD) — Colleges of podiatric medicine, including first-professional and graduate degree programs |
|--------------------------|--------------------------|-----|--|

AMERICAN PSYCHOLOGICAL ASSOCIATION

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 056 | Clinical Psychology (CLPSY) — Doctoral programs |
| <input type="checkbox"/> | <input type="checkbox"/> | 057 | Counseling Psychology (COPSY) — Doctoral programs |
| <input type="checkbox"/> | <input type="checkbox"/> | 058 | Professional Psychology (IPSY) — Predoctoral internship programs |

**AMERICAN PSYCHOLOGICAL ASSOCIATION —
Continued**

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 059 | Professional/Scientific Psychology (PSPSY) — Doctoral programs |
| <input type="checkbox"/> | <input type="checkbox"/> | 060 | School Psychology (SCPSY) — Doctoral programs |

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 062 | Audiology (AUD) — Master's degree programs |
| <input type="checkbox"/> | <input type="checkbox"/> | 063 | Speech-Language Pathology (SP) — Master's degree programs |

AMERICAN VETERINARY MEDICAL ASSOCIATION

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 065 | Veterinary Medicine (VET) — Colleges of veterinary medicine offering programs leading to a professional degree |
|--------------------------|--------------------------|-----|--|

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 066 | Pastoral Education (PAST) — Basic, advanced, and supervisory clinical pastoral education programs |
|--------------------------|--------------------------|-----|---|

**ASSOCIATION OF ADVANCED RABBINICAL AND
TALMUDIC SCHOOLS**

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 067 | Rabbinical and Talmudic Education (RABN) — Advanced Rabbinical and Talmudic schools |
|--------------------------|--------------------------|-----|---|

**ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS
AND PROGRAMS**

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 111 | Business (BUAD) — Associate degree programs in business and business-related fields |
| <input type="checkbox"/> | <input type="checkbox"/> | 112 | Business (BUBD) — Baccalaureate degree programs in business and business-related fields |
| <input type="checkbox"/> | <input type="checkbox"/> | 113 | Business (BUMD) — Master's degree programs in business and business-related fields |

**ASSOCIATION OF THEOLOGICAL SCHOOLS IN THE
UNITED STATES AND CANADA**

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 071 | Theology (THEOL) — Freestanding schools, as well as schools affiliated with larger institutions, offering graduate professional education for ministry and graduate study of theology |
|--------------------------|--------------------------|-----|---|

COMMISSION ON OPTICIANRY ACCREDITATION

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 096 | Opticianry (OPLT) — 1-year programs for the ophthalmic laboratory technician |
| <input type="checkbox"/> | <input type="checkbox"/> | 095 | Opticianry (OPD) — 2-year programs for the ophthalmic dispenser |

COUNCIL ON CHIROPRACTIC EDUCATION, THE

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 072 | Chiropractic (CHIRO) — Programs leading to the D.C. degree |
|--------------------------|--------------------------|-----|--|

COUNCIL ON EDUCATION FOR PUBLIC HEALTH

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 073 | Community Health Education (CHE) — Graduate programs offered outside schools of public health |
|--------------------------|--------------------------|-----|---|

CONTINUED ON NEXT PAGE

**LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES IC-ADD
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued**

Mark (X) all that apply for your institution.

**COUNCIL ON EDUCATION FOR PUBLIC HEALTH —
Continued**

☐ 074 Community Health/Preventive Medicine (CHPM) — Graduate programs offered outside schools of public health

☐ 075 Public Health (PH) — Graduate schools of public health

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION

☐ 100 Naturopathy (NATUR) — Programs leading to the N.D. or N.M.D. degree

COUNCIL ON OCCUPATIONAL EDUCATION

☐ 118 Occupational Education (OCCED) — Occupational education programs (formerly Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools)

DISTANCE EDUCATION AND TRAINING COUNCIL

☐ 089 Distance Education and Training (DIST) — Home study schools (including associate, baccalaureate, or master's degree-granting home study schools)

FOUNDATION FOR INTERIOR DESIGN EDUCATION RESEARCH

☐ 077 Interior Design (FIDER) — 2-year pre-professional assistant level programs (certificate and associate degree); first professional degree level programs (master's and baccalaureate degrees and 3-year certificate); and postprofessional master's degree programs

MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION

☐ 117 Montessori Education (MONTE) — Montessori teacher education programs and institutions

NATIONAL ACCREDITATION COMMISSION FOR SCHOOLS AND COLLEGES OF ACUPUNCTURE AND ORIENTAL MEDICINE

☐ 104 Acupuncture (ACUP) — First professional master's degree and professional master's level certificate and diploma programs in acupuncture and oriental medicine

NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCES

☐ 080 Cosmetology (COSME) — Postsecondary schools and departments

NATIONAL ARCHITECTURAL ACCREDITING BOARD, INC.

☐ 081 Architecture (ARCH) — First professional degree programs

NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN

☐ 082 Art and Design (ART) — Degree-granting schools and departments and nondegree-granting schools

NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

☐ 083 Dance (DANCE) — Institutions and units within institutions offering degree-granting and nondegree-granting programs

**NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC —
Continued**

☐ 084 Music (MUS) — Baccalaureate and graduate degree programs

☐ 105 Music (MUSA) — Community and junior college programs

☐ 106 Music (MUSN) — Nondegree programs

NATIONAL ASSOCIATION OF SCHOOLS OF THEATER

☐ 085 Theater (THEA) — Institutions and units within institutions offering degree-granting and/or nondegree-granting programs

NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION

☐ 088 Teacher Education (TED) — Baccalaureate and graduate programs for the preparation of teachers and other professional personnel for elementary and secondary schools

NATIONAL ENVIRONMENTAL HEALTH SCIENCE AND PROTECTION ACCREDITING COUNCIL

☐ 115 Environment Health Science and Protection (EHSP) — Programs leading to a baccalaureate or higher degree

NATIONAL LEAGUE FOR NURSING, INC.

☐ 093 Nursing (PNUR) — Practical nursing programs

☐ 090 Nursing (ADNUR) — Associate degree programs

☐ 091 Nursing (DNUR) — Diploma programs

☐ 092 Nursing (NUR) — Baccalaureate and higher degree programs

TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS

☐ 114 Christian Education (CE) — Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees

UNITED STATES CATHOLIC CONFERENCE

☐ 101 Pastoral Education (CPE) — Centers/programs, including those that offer clinical pastoral education, that award certificates, baccalaureate, and master's degrees for training for specialized ministries in the Catholic Church

OTHER

NEW YORK STATE BOARD OF REGENTS (A nationally recognized State agency)

☐ 110 Accreditation of collegiate degree-granting programs or curriculums offered by institutions of higher education and of credit-bearing certificate and diploma programs offered by degree-granting institutions of higher education

1. What is the predominant calendar system at this institution? — *Mark (X) only one.*

- 1 ☐ Semester
 2 ☐ Quarter
 3 ☐ Trimester
 4 ☐ Four-One-Four Plan (4-1-4)
 5 ☐ Differs by program
 6 ☐ Continuous basis (every 2 weeks, monthly, or other period) — *Specify period* ➤

- 7 ☐ Other — *Specify* ➤

2. Mark (X) below all locations where credit/noncredit courses are offered.

- 1 ☐ In-State
 2 ☐ Out-of-State
 3 ☐ Abroad

3. Which of the following data does your institution use as part of the selection process for entering freshmen?

Mark (X) all that apply

- 1 ☐ No entering freshmen — *Continue with question 4.*
 2 ☐ High school diploma or its equivalent
 3 ☐ High school class standing
 4 ☐ Admissions test scores — *Specify* ➤
 5 ☐ Residence
 6 ☐ Evidence of ability to benefit from instruction
 7 ☐ Age
 8 ☐ Score on the Test of English as a Foreign Language (TOEFL) for foreign applicants or an equivalent test
 9 ☐ Open admission
 10 ☐ Other — *Specify* ➤

- a ☐ SAT
 b ☐ ACT
 c ☐ Other

Average score (recentered)
<input type="text"/>
<input type="text"/>

4. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?

Number of years

Remarks

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1996–97

IC-ADD

1. Is an application fee for admission required by your institution?

Application fee

1 ☐ Yes — *Indicate amount of fee* —————> Undergraduate \$

Graduate \$

2 ☐ No

First Professional . . . \$

2. Does your institution enroll any full-time students?

1 ☐ Yes — *Continue with question 3.*2 ☐ No — *SKIP to question 4 on page 11.*

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE PROCEEDING.

When reporting student charges information in the following section, please choose the appropriate METHOD(S) OF REPORTING, according to how you answer question 3.

Report charges by PROGRAM, if your institution is organized such that students enter into a particular program, and tuition and fees are assessed based on the program chosen. This method of reporting is particularly relevant to occupational and vocational programs. For example, a 1500 hour cosmetology program may cost \$2,500 for the entire program.

Report by ACADEMIC YEAR, if charges are assessed by credit hour, quarter, semester, trimester, or term. NOTE — These charges must be converted to ACADEMIC YEAR charges.

If your institution uses both methods, that is, for some vocational/occupational programs, charges are assessed by the program, while for academic programs, tuition and fees are charged by semester or term, then report BOTH ways.

- If you report by PROGRAM — *Be sure to complete questions 4 through 6.*
- If you report by ACADEMIC YEAR — *Complete questions 7 through 9.*
- If you report BOTH WAYS — *Complete questions 4 through 9.*

3. Do you charge full-time students by –

- 1 ☐ Credit hour }
 2 ☐ Term } *Provide academic year charges in questions 7–9 as appropriate.*
 3 ☐ Year }
 4 ☐ Program (normally measured in contact hours) — *Provide program and tuition information in question 4–6.*

5 ☐ Other — *Specify* ➤

— *Provide charges as specified above using the most appropriate method.*

Part D — STUDENT CHARGES FOR ACADEMIC YEAR 1996-97

IC-ADD

4. How many programs are offered at your institution?

Specify number

Number of programs

5. Does your institution offer any program of at least 300 contact or clock hours, or 6 semester or trimester hours, or 12 quarter hours?

1 ☐ Yes2 ☐ No

6. If your institution charges by program — *Please list the six programs with the LARGEST enrollment at your institution and provide the following information for each program. Report the tuition and fees and the cost of books and supplies for the TOTAL LENGTH OF THE PROGRAM. Follow the instructions carefully and refer to the enclosed pamphlet for CIP codes.*

TITLE OF PROGRAM	CIP CODE	TUITION AND REQUIRED FEES (For entire program)	COST OF BOOKS AND SUPPLIES	TOTAL LENGTH OF PROGRAM (In contact hours)

If you report ONLY by program — *SKIP to question 10, page 14.*If you report both ways — *Continue with question 7.*

NOTE

When answering questions 7—11 of Part D, a full academic year refers to the period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a four-one-four plan.

7. List the typical tuition and required fees for a full-time undergraduate student for the FULL 1996-97 ACADEMIC YEAR. — *Do NOT include room and board charges.*

a. ☐ No full-time undergraduate students — *SKIP to question 8*

b. UNDERGRADUATE STUDENT	AMOUNT
(1) In-district	\$
(2) In-State	\$
(3) Out-of-State	\$

c. What is the typical number of credit hours (or contact hours) taken by a full-time undergraduate student in a full academic year? *Answer in credit hours OR contact hours, but not both. Provide a single figure, NOT a range of hours.*

Credit

Contact

Number of hours

8. List the typical tuition and required fees for a full-time graduate student for the FULL 1996-97 ACADEMIC YEAR. — *Do NOT include room and board charges.*

a. ☐ No full-time graduate students — *SKIP to question 9*

b. GRADUATE STUDENT	AMOUNT
(1) In-district	\$
(2) In-State	\$
(3) Out-of-State	\$

c. What is the typical number of credit hours taken by a full-time graduate student in a full academic year? *Provide a single figure, NOT a range of hours.* →

Number of credit hours

9. List the typical tuition and required fees for a full-time first-professional student for the FULL 1996-97 ACADEMIC YEAR. — *Do NOT include room and board charges.*

a. ☐ No full-time first-professional students — *SKIP to question 10*

b. FIRST-PROFESSIONAL STUDENT	AMOUNT
(1) Chiropractic (D.C. or D.C.M.)	
(a) In-State	\$
(b) Out-of-State	\$
(2) Dentistry (D.D.S. or D.M.D.)	
(a) In-State	\$
(b) Out-of-State	\$

PLEASE CONTINUE WITH QUESTION 9 ON NEXT PAGE.

9. Continued

b. FIRST-PROFESSIONAL STUDENT — Continued	AMOUNT
(3) Medicine (M.D.)	
(a) In-State	\$
(b) Out-of-State	\$
(4) Optometry (O.D.)	
(a) In-State	\$
(b) Out-of-State	\$
(5) Osteopathic Medicine (D.O.)	
(a) In-State	\$
(b) Out-of-State	\$
(6) Pharmacy (Pharm. D.)	
(a) In-State	\$
(b) Out-of-State	\$
(7) Podiatry (Pod.D., D.P., or D.P.M.)	
(a) In-State	\$
(b) Out-of-State	\$
(8) Veterinary Medicine (D.V.M.)	
(a) In-State	\$
(b) Out-of-State	\$
(9) Law (LL.B. or J.D.)	
(a) In-State	\$
(b) Out-of-State	\$
(10) Theology (M.Div., M.H.L., B.D. or Ordination)	
(a) In-State	\$
(b) Out-of-State	\$
(11) Other — <i>Specify</i> <input type="checkbox"/>	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
(a) In-State	\$
(b) Out-of-State	\$

c. What is the typical number of credit hours taken by a full-time first-professional student in a full academic year? *Provide a single figure, NOT a range of hours.* →

Number of credit hours

10. Dormitory facilities, board, and meal plans

a. Do you provide dormitory facilities for your students?

1 ☐ Yes — What is the total dormitory capacity for your institution for the full 1996-97 academic year? →

Dormitory capacity

2 ☐ No

b. Do you provide board or meal plans to your students?

1 ☐ Yes — How many meals per week are included in the board charge (or in the combined room and board charge, if you cannot separate these charges)?*Answer only one of the following.* ↗1 Number of meals per week2 ☐ Mark (X) this box if the number of meals per week can vary (for example, student receives a meal card and charges meals against the card).2 ☐ No

11. What are the typical room and board charges for a student for the full 1996-97 academic year?

If your institution provides room or board free of charge — *Enter zero.*If your institution does not provide room or board — *Leave the line(s) blank.*

ROOM AND BOARD CHARGES	AMOUNT
a. Room charge	\$
b. Board charge	\$
c. Combined room and board charge — (Answer only if you CANNOT SEPARATE room and board charges.)	\$

Remarks

Part E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY — ACADEMIC YEAR 1995–96

IC-ADD

NOTE ▶ Part E requests data for academic year 1995–96, unlike Parts A–D and Part F which request data for academic year 1996–97. Please read the definition of credit course in the Glossary before completing this section of the survey form.

1. How many students were enrolled (total headcount) at your institution on October 15, 1995 (or your institution's official fall reporting date)? *This number should include students taking courses for credit as well as those enrolled in occupational and vocational programs.* _____

Total headcount of students enrolled on October 15, 1995

COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH

The institution named on this report is including data for other institutions/branches.

☐ No ☐ Yes — *Please indicate below, the UNITID (if known), name and address of the institutions for which data are included. Note that the preprinted information (if provided) indicates which data were reported as combined last year.*

UNITID	Institution name	Address	City	State	ZIP Code

The data for this institution is reported by another institution.

☐ No ☐ Yes — *Please indicate if data are being reported by another institution. Also list the UNITID, name, and address of the reporting institution.*

UNITID	Institution name	Address	City	State	ZIP Code

1. Is this institution now eligible to participate in Title IV Financial Aid programs?

- 1 ☐ Yes — *If known, please provide your institution's OPE (Office of Postsecondary Education) number in the space below. It can be found on the letter from OPE confirming your institution's eligibility for Title IV financial aid.*

--	--	--	--	--	--	--	--

Also, mark (X) appropriate box to indicate type of ID number.

- ☐ Pell
☐ Stafford
☐ Other

- 2 ☐ No

2. In which of the following Federal student financial aid programs is this institution eligible to participate? *Mark (X) all that apply for the current academic year.*

- | | |
|--|--|
| 1 <input type="checkbox"/> Veterans Administration Educational Benefits (VA) | 6 <input type="checkbox"/> Perkins Loan (formerly National Direct Student Loan (NDSL)) |
| 2 <input type="checkbox"/> Pell Grants | 7 <input type="checkbox"/> Health Education Assistance Loan (HEAL) |
| 3 <input type="checkbox"/> Supplementary Education Opportunity Grants (SEOG) | 8 <input type="checkbox"/> Other Federal student financial aid programs |
| 4 <input type="checkbox"/> Stafford Loans (formerly GSL) | 9 <input type="checkbox"/> Not eligible for any of the above |
| 5 <input type="checkbox"/> College Work Study Program (CWS) | |

3. How many full-time staff are employed at this institution?

- 1 ☐ Less than 15
 2 ☐ 15 or more

4. At this institution —

a. Are ALL instructional faculty employed on a part-time basis?

- 1 ☐ Yes
 2 ☐ No

b. Are ALL instructional faculty military personnel?

- 1 ☐ Yes
 2 ☐ No

c. Do ALL instructional faculty contribute their services (e.g., are members of a religious order)?

- 1 ☐ Yes
 2 ☐ No

d. Do ALL instructional faculty teach preclinical or clinical medicine?

- 1 ☐ Yes
 2 ☐ No

5. What percentage of your students are enrolled primarily in postsecondary programs?

Percentage

--

NOTE — This information will be requested only once.

List the Classification of Instructional Program (CIP) code and the title of each instructional program offered at this institution. Refer to the enclosed pamphlet.

CIP CODE (XX.XXXX)	PROGRAM TITLE

(Use additional sheets if necessary.)

GENERAL INSTRUCTIONS — IC-ADD

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

NOTE — The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094 (a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by 20 U.S.C. 1221e-1.

INSTITUTIONAL IDENTIFICATION

Mail To — In this block, please provide the address to which IPEDS forms should be mailed. This address can be the physical location of the school or it may be the address of a central, system, or corporate office, or other branch campus located elsewhere.

Institution name and address — This is the full name of the institution covered by this report and the physical location of the institution, including 9-digit ZIP Code (if known), as it should appear in an institutional listing.

Employer ID number — Enter the Employer Identification Number (EIN) which is the 9-digit number that the Internal Revenue Service (IRS) assigned to the institution for tax purposes.

Name and title of chief administrator of institution — Provide the name and title of the chief administrator of the entity covered by this report. (Example: President, Chancellor, Provost, etc.)

Telephone numbers — These are the telephone numbers for general information inquiries, the Financial Aid Office, and the Admissions Office.

Respondent — Enter the name and telephone number of the person responsible for completing this report.

County or city location of institution and Congressional District — Provide the name of the county or independent city in which your entity is located and the Congressional District number.

PART A — TYPES OF EDUCATIONAL OFFERINGS

These questions are asked to verify the inclusion of this institution on the NCES/IPEDS list of institutions and agencies offering all types of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

PART B — ORGANIZATION AND ACCREDITATION

The purpose of question 1 in this section is to identify the institution or entity that will be responsible for completing this and other IPEDS survey forms. For individual institutions this will simply be the institution itself. However, for groups of institutions organized into systems or corporations, an administrative unit (such as the central, system, or corporate office), or the main campus, or one of the branch campuses may complete separate survey forms for itself and for all of the campuses of the institution. If you believe that your response to this section does not adequately describe the reporting process in your organization, call your State Coordinator or the Census Bureau representative.

1. If this entity (institution or administrative unit) will complete any IPEDS survey forms for other institutions or branches, provide the information requested in this item. If this entity is an institution of postsecondary education, or branch of such an institution, also complete the rest of the survey. If this entity is an administrative unit only, stop after completing page 4. All entities should return the completed survey to the address shown on page 1.
2. **Institutional control or affiliation** — Indicate the appropriate form of control or affiliation under which the institution operates. Affiliation with a religious group need not imply financial backing. Mark the appropriate religious affiliation. If the religious affiliation is Protestant or Other, specify the denomination. If more than one response is appropriate, mark all that apply, but do not indicate both public and private.
3. **Award levels** — Check all applicable levels for all credit programs offered at this institution. Award levels are identified on the basis of either recognition for their completion, or duration, or a combination thereof.

Boxes (1), (2), and (4) — Note that these categories are differentiated on the basis of length of programs and refer to completions below the level of the baccalaureate degree. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours of instruction.

Boxes (3), (5), (7), (9), and (10) indicate those degree levels for which the institution is authorized to make formal awards.

Boxes (6), (8), and (11) indicate programs for which the institution offers formal recognition at these levels. Examples might be additional credit hours needed to complete licensure requirements; refresher courses in any technical or professional area; certificate of competency (for example in performing arts); or advanced work that does NOT meet the requirements of the next higher degree but constitutes an organized program of study and is recognized by the institution.

Administrative unit — An administrative unit is the office in a multi-campus environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. The administrative office for a one-campus school is not considered an administrative unit for IPEDS reporting purposes. If this entity, as named on page 1, box 1, is an administrative unit only, stop after completing all of page 4, and return the completed survey to the address shown on page 1.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – IC-ADD — Continued

PART B — ORGANIZATION AND ACCREDITATION — Continued

- 4. Two-year provision** — Indicate whether this institution has been offering postsecondary instruction on a continuous basis for at least 2 years (except for normal vacation periods). A change in name or ownership of the institution during this 2-year period is not relevant in answering this question.
- 5. Licensing or regulatory agency** — Indicate whether this institution is licensed by a State or local licensing or regulatory agency.
- 6. Institutional accreditation** — Indicate the types of agencies which accredit this institution.
- 7. National institutional or specialized accreditation** — If this institution or any of its programs, departments, or schools is currently accredited by any of the national institutional or specialized accrediting agencies recognized by the Secretary, U.S. Department of Education (Higher Education and Occupational/Vocational Institution Eligibility Agencies) which are listed on pages 6–8, mark the appropriate box(es) for all that apply.

PART C — CALANDAR, ADMISSION REQUIREMENTS, AND SERVICES

- 1. Calendar system** — Indicate the predominant calendar on which the institution operates. If courses or programs are offered on more than one calendar, select the system under which most courses or programs are offered. If there is no predominant calendar system at this institution, mark (X) box 5, 6, or 7, as appropriate.
- 2. Location of course instruction** — Indicate all locations where courses are offered. The intent of this item is to identify geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.
- 3. Admission requirements** — This item refers to undergraduate credit programs only. Mark the types of information that are used as part of the selection process for students entering your institution. Mark "no entering freshmen" if yours is an upper level or first-professional only institution.

PART D — STUDENT CHARGES

It is recognized that tuition and required fees and room and board charges may not be the same for all students at an institution. Therefore, please be guided by the following —

- Report tuition and fees charged to in-district, in-State and out-of-State students as requested.
- Include all fixed sum charges which are REQUIRED of such a large proportion of all students that the student who does not pay the charges is an exception.
- Do not include any charges which are clearly optional.
- If the institution has a single lump-sum charge for tuition, required fees, room and board, apportion the lump-sum charges among the appropriate categories so that tuition and fees and room and board can be analyzed separately.

Data items to be completed.

- 1. Enrollment of full-time students** — Indicate if your institution enrolls any students on a full-time basis.

- 2. Application fee** — If your institution charges an application fee for admission, indicate the amount.
- 3. Basis for charging full-time students** — Indicate the method by which full-time students most frequently are charged.
- 4. Number of programs** — Provide the total number of programs that your institution offers.
- 5. Length of programs** — Indicate whether your institution offers programs that are at least 300 contact hours or clock hours, or 6 semester or trimester hours, or 12 quarter hours.
- 6. Largest programs** — Provide the title, Classification of Instructional Program (CIP) code, in-State tuition and required fees for the total program, the cost of books and supplies for the total program, and the length of the program in contact hours.
 - Enter the title of the program as designated by your institution.
 - Refer to the enclosed NCES publication, the 1990 version of the Classification of Instructional Programs (CIP). Match your program title as closely as possible with a program listed in this publication. Enter the corresponding 6-digit code in the appropriate space.
 - Enter the total in-State tuition and required fees charged for the entire length of the program.
 - Enter the cost of books and supplies for the total program.
 - Report the full length of the program measured in contact or clock hours.
- 7. and 8. Typical tuition and required fees for undergraduate and graduate students** — Enter in the spaces provided the dollar amount of tuition and required fees for an academic year most frequently charged to each of the types of full-time students indicated. **Note** — If tuition is charged on a per credit hour basis, multiply the charge per credit hour by the number of hours that would normally be required per academic year to complete a degree or program at the level indicated and add the typical required fees.

Undergraduate students include: **(1)** those who have not obtained a bachelor's degree; **(2)** all students in bachelor's degree programs which require at least 4 years but fewer than 6 years of college work; and **(3)** all students in occupational or general study programs requiring 1, 2, or 3 years of college work and which are designed to prepare students for immediate employment, or to provide general education rather than as the first 1, 2, or 3 years of a bachelor's degree program.

Graduate students are those who have attained at least one standard bachelor's degree or first-professional degree and are or could be candidates for Master's or Doctor's degrees. DO NOT include candidates for the degrees of D.P.M., D.D.S., D.M.D, M.D., O.D., D.O., D.V.M., L.L.B., J.D., B.D., or other first-professional degrees.

In **7c**, enter the typical number of credit (or contact) hours taken by a full-time undergraduate student in a full academic year. Answer in credit hours or contact hours, but not both. Provide a single figure, not a range of hours. In **8c**, enter the typical number of credit hours taken by a full-time graduate student in a full academic year.

GENERAL INSTRUCTIONS – IC-ADD — Continued

9. Tuition and required fees for first- professional programs — Enter in the spaces provided the dollar amount of in-State and out-of-State tuition and required fees for an academic year charged to full-time students in each of the first-professional programs offered at this institution, or mark box 9a if you have no full-time first-professional students.

In 9c, enter the typical number of credit hours taken by a full-time first-professional student in a full academic year. Provide a single figure, not a range of hours.

10. and 11. Typical room and board charges — Check the appropriate boxes in questions 10a and 10b to indicate if this institution provides room and board to students. Report the total dormitory capacity (number of students) for an academic year in 10a, if applicable. Report the number of meals per week covered by the board charge in 10b, if applicable. If there is not a fixed number of meals per week covered by the board charge, check the box provided for this purpose in 10b instead.

Report the typical room charge (for an academic year) to a full-time student sharing a room with one other student in 11a, if applicable. Report the typical board charge (for an academic year) to a full-time student in 11b, if applicable. DO NOT report the total of 11a and 11b in 11c.

If this institution assesses a combined charge for room and board, report these charges separately in 11a and 11b if possible. If the room and board charge CANNOT BE SEPARATED, report the combined charge in 11c.

PART E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY

NOTE — Part E requests data for academic year 1993–94, unlike Parts A–D and Part F which request data for academic year 1994–95. Please read the definition of credit course in the glossary before completing question 1.

1. Enrollment — Report the total number of students enrolled for credit at your institution as of October 15, 1993, or on your institution's official fall reporting date. This number will include students taking courses for credit as well as those enrolled in occupational and vocational programs.

PART F — ADDITIONAL INFORMATION

1. Eligibility for Federal programs — Indicate for which of these Federal programs the institution is eligible. This list is not intended to be exhaustive.
2. Full-time staff — Indicate how many persons are employed full time at your institution according to the categories shown.
3. Instructional faculty — This item refers to ALL instructional faculty.
4. Enrollment in postsecondary programs — Indicate the percentage (%) of students enrolled in postsecondary programs.

GLOSSARY INSTITUTIONAL CHARACTERISTICS — IC-ADD

ABROAD — Any geographic location not in the aggregate United States, which includes the 50 States, the District of Columbia, and the outlying areas.

ACADEMIC PROGRAM — Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

ACADEMIC YEAR — The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan.

ACCREDITING AGENCIES — Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.

ADMINISTRATIVE UNIT — The administrative office in a multi-campus environment. This may also apply to the parent or lead campus in a system with one or more branch campuses.

ADMISSIONS TEST SCORES — Scores on standardized admissions tests or special admissions tests.

ADULT BASIC EDUCATION — Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school degree, nor are they part of any academic, occupational, or vocational program.

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

AVOCATIONAL PROGRAMS — Instructional programs in personal interest and leisure categories whose expressed intent is NOT to produce postsecondary credits, nor to lead to a formal award or an academic degree, nor result in occupationally specific skills.

BACHELOR'S DEGREE — An award that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5- year COOPERATIVE (WORK STUDY PLAN) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also, includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

BOARD CHARGES — The charge for an academic year for meals, for a specified number of days per week.

BRANCH INSTITUTION — A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses.

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS — IC-ADD

CHIEF ADMINISTRATOR — The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution or that component of an organization that conducts postsecondary education and may report to a governing board.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

CLOCK HOUR — *See definition for contact hour.*

COLLEGE WORK STUDY PROGRAM (CWS) — (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.) Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students.

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

CONTINUING PROFESSIONAL EDUCATION — Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry or social work) to obtain additional training in their particular field of study.

CREDIT — Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, certificate, diploma, or other formal award.

CREDIT HOUR — A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

DEGREE — An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

DOCTOR'S DEGREE — The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

DORMITORY CAPACITY — The maximum number of students that the institution can provide dormitory housing facilities for, whether on or off campus.

FALL TERM — That part of the academic year that begins between late August and November 1.

FIRST-PROFESSIONAL CERTIFICATE (POST- DEGREE) — An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

FIRST-PROFESSIONAL DEGREE — An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession, (2) at least 2 years of college work before entrance to the program, and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

First-professional degrees may be awarded in the following ten fields —

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Veterinary Medicine (D.V.M.)
- Law (L.L.B., J.D.)
- Theology (M. Div., M.H.L., B.D., or Ordination)

FOUR-ONE-FOUR PLAN — The 4-1-4 calendar consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.

FRESHMAN — A first year undergraduate student.

FULL-TIME STAFF — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full-time. Includes faculty on sabbatical leave, and persons who are on leave but remain on the payroll.

FULL-TIME STUDENT —

- Undergraduate — A student enrolled for 12 or more semester credits, 12 or more quarter credits, or 24 or more contact hours a week each term.
- Graduate — A student enrolled for 9 or more semester credits, or 9 or more quarter credits or students involved in thesis or dissertation preparation that are considered full time by the institution.
- First-Professional — As defined by the institution.

GRADUATE STUDENT — A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs.

HEALTH EDUCATION ASSISTANCE LOAN (HEAL) — Federally insured loans to students attending eligible health professions schools. Section 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program.

HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT — A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination.

IN-DISTRICT STUDENT — A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS — IC-ADD

IN-STATE STUDENT — A student who is a legal resident of the State in which he/she attends school.

INSTITUTIONAL SYSTEM — Two or more institutions of higher education under the control or supervision of a single administrative body.

INSTRUCTIONAL FACULTY — Instruction/Research staff employed by the institution and whose major regular assignment is instruction, including those with released time for research. Employment status (full-time or part-time) is as defined by the institution.

LESS-THAN-2-YEAR INSTITUTION — Institution or branch that only has programs lasting less than 2 years that result in a terminal occupation award or are creditable toward a formal award at the 2-year-or-higher level.

MASTER'S DEGREE — An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

NATIONAL INSTITUTIONAL ACCREDITATION — Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies.

NONCREDIT COURSE — A course or activity having no credit applicable toward a certificate, degree, diploma, or other formal award.

OCCUPATIONAL PROGRAM — A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.

OPEN ADMISSION — Admission policy whereby the school will accept any student who applies.

OUT-OF-STATE STUDENT — A student who is not a legal resident of the state in which he/she attends school.

PART-TIME STUDENT

- Undergraduate — A student enrolled for either 11 semester credits or less, 11 quarter credits or less, or less than 24 contact hours per week each term.
- Graduate — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less.

PELL GRANT PROGRAM — (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses.

PERKINS LOAN PROGRAM (FORMERLY NATIONAL DIRECT STUDENT LOANS) — (Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.

POSTBACCALAUREATE CERTIFICATE — An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for

persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master.

POST-MASTER'S CERTIFICATE — An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR) — Requires completion of an organized program of study at the postsecondary level in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

POSTSECONDARY EDUCATION — The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocation and adult basic education programs.

PREDOMINANT CALENDAR SYSTEM — The method by which an institution structures most of its courses for the academic year.

PRIVATE FOR-PROFIT (PROFIT-MAKING) INSTITUTION — A private institution in which the individual(s) or agency in control receives compensation other than wages, rent or other expenses for the assumption of risk.

PRIVATE INSTITUTION — An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials.

PRIVATE NONPROFIT INSTITUTION — A private institution in which the individual(s) or agency in control receives no compensation, other than from wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and those affiliated with a religious organization.

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

PUBLIC INSTITUTION — An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

QUARTER CALENDAR SYSTEM — A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS — IC-ADD

RESIDENCE — A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.

ROOM CHARGES — The charges for an academic year for rooming accommodations of a typical student sharing a room with one other student.

SPECIALIZED ACCREDITATION — Specialized accreditation normally applies to evaluation of programs, departments or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies do accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.

SPECIAL ADMISSIONS TESTS — Tests prepared by or for a particular institution, or State (for State institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.

STAFFORD LOANS (FORMERLY GUARANTEED STUDENT LOANS) — (Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, and graduate students at eligible postsecondary institutions.

STANDARDIZED ADMISSIONS TESTS — Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG) — (Higher Education Act of 1965, as amended, Title IV, Part 2, Subpart Z, Public Laws 89-329,

92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) — Standardized test designed to determine an applicant's ability to benefit from instruction in English.

TRIMESTER — An academic year consisting of 3 terms of about 15 weeks each.

TUITION AND REQUIRED FEES —

- **Tuition** — Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
- **Required fees** — Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is an exception.

12-MONTH PERIOD — The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among IPEDS surveys and from year-to-year.

UNDERGRADUATE — A student enrolled in a 4- or 5-year bachelor's degree program, in an associate's degree program, or in a vocational or technical program below the baccalaureate.

UNDUPLICATED COUNT — The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

UNITID CODE — Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

VETERANS ADMINISTRATION EDUCATION BENEFITS (VA) — Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving spouse and children, discharged veterans, and active military personnel in special programs.

FORM IPEDS-IC-3
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEMINSTITUTIONAL
CHARACTERISTICS SURVEY

1996-97

NOTE - The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please read the accompanying instructions before completing this survey form. Respond to each item on this report in the space provided. Certain responses are preprinted. These responses were provided by your institution on the previous IPEDS Institutional Characteristics Survey form. If a response is preprinted, verify that it is correct. If a preprinted response is incorrect, cross out the existing incorrect response with a single line and clearly indicate the correct response.

Make your changes in red so they are easily identified. Be sure to update the enrollment and tuition questions. Certain terms are defined in the Glossary which begins on page 5 of the instructions.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: September 1, 1996

Mailing address — *If IPEDS forms should be mailed to an address that is not the school location, complete the following information.*

Name of institution

Street or PO Box

City

State

ZIP Code

INSTITUTIONAL IDENTIFICATION 1996-97

Please correct errors in the name, address, ZIP Code, and other information listed below.

1. Name of institution covered by this report

2. UNITID

☐ Mark (X) this box if mailing address is the same as the institution's physical location.

3. Physical location of institution (Number and street name)

4. Employer ID Number (EIN)
(9 digits)

City

State

ZIP Code

5. Name of county or independent city

6. Name of chief administrator

Title

7. Congressional
district

8. Name of respondent

9. E-Mail address

10. Telephone
numbers

Respondent's

FAX

General information

Financial aid office

Admissions office

Changes from the 1995–96 form for 1996–97 INSTITUTIONAL CHARACTERISTICS SURVEY

The IC-3 was not used in 1995–96 but this version is similar to the form used in 1994–95.

► Part A — Type of Educational Offerings

Included in this version for alternate years.

► Part B — Organization and Accreditation

All questions are included in this version for alternate years. Revised list of recognized accredited agencies and associations.

► Part C — Calendar, Admission Requirements, and Services

Included for alternate years. Request average score required for admission on the SAT and ACT.

► Part D — Student Charges for Academic Year 1996–97

Requests tuition by program only.

► Part E — Enrollment and Instructional Activity

Requests fall enrollment count, unduplicated headcount, credit and/or contact hour activity.

► Part F — Additional Information

Added question on eligibility for Financial Aid Programs; deleted question on full-time staff.

PURPOSE OF THE SURVEY AND WHO SHOULD RESPOND

The primary purpose of the Institutional Characteristics (IC) component of IPEDS is to collect the basic data that identify and describe the universe of postsecondary education institutions in the United States and its outlying areas. Each institution or branch campus should file a separate report so that they can be listed in the Directory of Postsecondary Institutions.

USES OF THE DATA

Survey results will be used in a variety of ways. For example, they will be used as the source file for sample design for other postsecondary data collection activities. Other uses include generating basic counts of institutions in each State by type, control, and other key institutional characteristics; compiling directories of postsecondary education institutions that will be made available to the general public; and incorporating results into Career Information Delivery Systems throughout the nation. The data are extremely valuable for survey research design, statistical analysis, and general information purposes.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 2.0 hours per response, with an average of 1 hour, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

REMARKS SECTION — *Please enter any remarks you may have in this section.*

Part A — TYPES OF EDUCATIONAL OFFERINGS

IC-3

Which of the following types of instruction/programs does your institution offer?
 Mark (X) all that apply.

- 1 ☐ Occupational, may lead to a certificate, degree, or other formal award
- 2 ☐ Academic, leading to a certificate, degree, or diploma
- 3 ☐ Recreational or avocational (leisure) programs
- 4 ☐ Adult basic or remedial instruction or high school equivalency
- 5 ☐ Secondary (high school)

If you marked ONLY items 3, 4, or 5 above, please stop and return the form to the address printed on the front of the form.

Part B — ORGANIZATION AND ACCREDITATION

1. Will your institution complete IPEDS forms for OTHER institutions or branch campuses?

- 1 ☐ Yes — *List the information requested below for those institutions.*
- 2 ☐ No — *SKIP to item 2*

UNITID	Institution name	Address	City	State	ZIP Code

A SEPARATE survey form should also be completed for each institution or branch listed above.

2. What is your institutional control or affiliation? (*Do not indicate both public and private.*)

PUBLIC

Mark (X) only one.

- 1 ☐ Federal
 2 ☐ State
 3 ☐ Territorial
 4 ☐ School district
 5 ☐ County
 6 ☐ Township
 7 ☐ City
 8 ☐ Special district
 9 ☐ Other — *Specify* ➤

PRIVATE

Mark (X) all that apply but do not indicate both profit-making and nonprofit.

- 1 ☐ Profit-making — *SKIP to question 3*
 2 ☐ Nonprofit ➤
 a ☐ Independent (no religious affiliation) — *SKIP to question 3*
 b ☐ Religious affiliation ➤
 1 ☐ Catholic
 2 ☐ Jewish
 3 ☐ Protestant — *Specify* ➤

- 4 ☐ Other — *Specify* ➤

CENSUS
USE ONLY

3. What award levels are offered by your institution? (One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.)

Mark (X) all that apply.

- 1 ☐ Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours)
 2 ☐ Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours)
 3 ☐ Associate's Degree
 4 ☐ Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 but less than 3600 contact or clock hours)

- 12 ☐ Other — *Specify* ➤

An administrative unit is the office in a multi-campus environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. Mark (X) the box below if the entity covered by this form and named in item 1 on the front cover is an administrative unit only.

- ¹ ☐ — If this is an administrative unit only, STOP HERE, make sure you have completed pages 1—5, and return this form to the address shown on page 1. Complete a separate survey form for each campus for which you are responsible.

NOTE — The administrative office for a one-campus school is NOT considered an administrative unit for IPEDS reporting purposes.

4. Does this institution offer any formally organized programs (either academic or occupational) with well defined completion requirements that do not lead to a formal award?

¹ ☐ Yes

² ☐ No

5. This institution is accredited by the following accrediting agency(ies).
Mark (X) all that apply.

- ¹ ☐ National institutional or specialized accrediting agency
² ☐ Regional accrediting agency — Please complete question 6.
³ ☐ State accrediting or approval agency
⁴ ☐ Not applicable

6. If you marked (X) box 2 in question 5 above — Indicate below the regional association that accredits your institution. (Mark (X) only one.)

- | | |
|---|---|
| ¹ <input type="checkbox"/> Middle States Association of Colleges and Schools,
Commission on Higher Education | ⁷ <input type="checkbox"/> Northwest Association of Schools and Colleges,
Commission on Colleges |
| ² <input type="checkbox"/> Middle States Association of Colleges and Schools,
Commission on Secondary Schools | ⁸ <input type="checkbox"/> Southern Association of Colleges and Schools,
Commission on Colleges |
| ³ <input type="checkbox"/> New England Association of Schools and Colleges
Commission on Institutions of Higher Education | ⁹ <input type="checkbox"/> Western Association of Schools and Colleges,
Accrediting Commission for Community and
Junior Colleges |
| ⁴ <input type="checkbox"/> New England Association of Schools and Colleges
Commission on Vocational, Technical, Career Institutions | ¹⁰ <input type="checkbox"/> Western Association of Schools and Colleges,
Accrediting Commission for Schools |
| ⁵ <input type="checkbox"/> North Central Association of Colleges and Schools,
Commission on Institutions of Higher Education | ¹¹ <input type="checkbox"/> Western Association of Schools and Colleges,
Accrediting Commission for Senior Colleges
and Universities |
| ⁶ <input type="checkbox"/> North Central Association of Colleges and Schools,
Commission on Schools | |

7. Is this institution or any of its programs, departments, or schools currently accredited by any of the accrediting agencies recognized by the Secretary, U.S. Department of Education, which are listed on pages 7—9?

- ¹ ☐ Yes — Continue with Part B on page 7 and mark (X) all that apply.
² ☐ No — SKIP to Part C on page 10.

LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION

IC-3

Review the following list of National Institutional and Specialized Accrediting Bodies and mark (X) all that apply for your institution. Be sure to review the entire list.

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY, INC.

- ☐ 001 Engineering (ENG) — Basic (baccalaureate) and advanced (master's) level programs in engineering
- ☐ 102 Engineering-related (ENGR) — Engineering-related programs at the baccalaureate and advanced degree level
- ☐ 002 Engineering Technology (ENGT) — Associate and baccalaureate degree programs in engineering technology

ACCREDITING ASSOCIATION OF BIBLE COLLEGES

- ☐ 011 Bible College Education (BI) — Bible colleges and institutes offering undergraduate programs

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

- ☐ 005 Allied Health Education (AHE) — Private, postsecondary institutions
- ☐ 003 Medical Assistant Education (MAAB) — Private schools and programs
- ☐ 004 Medical Laboratory Technician Education (MLTAB) — Private schools and programs

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES OF TECHNOLOGY

- ☐ 086 Occupational Education (NATTS) — Private postsecondary degree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers
- ☐ 087 Occupational Education (NDNAT) — Private nondegree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers

ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION

- ☐ 006 Health Services Administration (HSA) — Graduate programs in health services administration

ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING

- ☐ 099 Continuing Education (CNCE) — Noncollegiate continuing education institutions and programs

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

- ☐ 068 Business (JRCB) — Private junior colleges
- ☐ 069 Business (SRCB) — Private senior colleges
- ☐ 070 Business (PPB) — Private postsecondary schools

ACCREDITING COUNCIL ON EDUCATION IN JOURNALISM AND MASS COMMUNICATIONS

- ☐ 007 Journalism and Mass Communications (JOUR) — Units within institutions offering professional undergraduate and graduate (master's) degree programs

AMERICAN ACADEMY FOR LIBERAL EDUCATION

- ☐ 116 Liberal Education (LBRL) — Institutions of higher education and programs within institutions of higher education that offer liberal arts degree(s) at the baccalaureate level or a documented equivalency

AMERICAN ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY

- ☐ 012 Marriage and Family Therapy (MFCC) — Clinical training programs
- ☐ 013 Marriage and Family Therapy (MFCD) — Graduate degree programs

AMERICAN ASSOCIATION OF NURSE ANESTHETISTS

- ☐ 014 Nurse Anesthesia (ANEST) — Generic nurse anesthesia educational programs/schools

AMERICAN BAR ASSOCIATION

- ☐ 015 Law (LAW) — Professional schools

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

- ☐ 016 Funeral Service Education (FUSER) — Institutions and programs awarding diplomas, associate degrees, and bachelor's degrees

AMERICAN COLLEGE OF NURSE-MIDWIVES

- ☐ 017 Nurse Midwifery (MIDWF) — Basic certificate and basic master's degree programs

AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION

- ☐ 018 Pharmacy (PHAR) — Professional degree programs

AMERICAN DENTAL ASSOCIATION

- ☐ 019 Dental Assisting (DA)
- ☐ 020 Dental Hygiene (DH)
- ☐ 021 Dental Technology (DT)
- ☐ 022 Dentistry (DENT) — Programs leading to the D.D.S. or D.M.D. degree, advanced general dentistry and specialty programs, and general practice residency programs

AMERICAN DIETETIC ASSOCIATION, THE

- ☐ 023 Dietetics (DIET) — Coordinated undergraduate programs
- ☐ 024 Dietetics (DIETI) — Postbaccalaureate dietetic internship programs

AMERICAN LIBRARY ASSOCIATION

- ☐ 025 Librarianship (LIB) — Master's programs leading to the first professional degree

AMERICAN MEDICAL ASSOCIATION AND ASSOCIATION OF AMERICAN MEDICAL COLLEGES, LIAISON COMMITTEE ON MEDICAL EDUCATION, COUNCIL ON MEDICAL EDUCATION

- ☐ 078 Medicine (MED) — Programs leading to the M.D. degree

CONTINUED ON NEXT PAGE

LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued

IC-3

Mark (X) all that apply for your institution.

AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON
ALLIED HEALTH EDUCATION AND ACCREDITATION

- ☐ 028 Cytotechnologist (CYTO)
- ☐ 029 Diagnostic Medical Sonographer (DMS)
- ☐ 030 Electroneurodiagnostic Technologist (ENDT)
- ☐ 031 Emergency Medical Technician-Paramedic (EMTP)
- ☐ 032 Histologic Technician/Technologist (HT)
- ☐ 033 Medical Assistant (MA) — One- and two-year programs
- ☐ 035 Medical Laboratory Technician (MLTC) — Certificate programs
- ☐ 034 Medical Laboratory Technician (MLTAD) — Associate degree
- ☐ 036 Medical Record Administrator (MRA)
- ☐ 037 Medical Record Technician (MRT)
- ☐ 038 Medical Technologist (MT) — Professional programs
- ☐ 039 Nuclear Medicine Technologist (NMT)
- ☐ 041 Occupational Therapist (OT) — Professional programs
- ☐ 040 Ophthalmic Medical Assistant (OMA) — Programs of 6 months or longer
- ☐ 042 Perfusionist (PERF)
- ☐ 026 Physician Assistant (PA)
- ☐ 046 Radiation Therapy Technologist (RADTT)
- ☐ 043 Radiographer (RAD)
- ☐ 044 Respiratory Therapist (REST)
- ☐ 045 Respiratory Therapy Technician (RESTT)
- ☐ 027 Specialist in Blood Bank Technology (SBBT)
- ☐ 047 Surgeon's Assistant (SA)
- ☐ 048 Surgical Technologist (ST)

AMERICAN OPTOMETRIC ASSOCIATION

- ☐ 051 Optometry (OPTT) — Technician programs
- ☐ 049 Optometry (OPT) — Professional degree programs
- ☐ 050 Optometry (OPTR) — Residency programs

AMERICAN OSTEOPATHIC ASSOCIATION

- ☐ 052 Osteopathic Medicine (OSTEO) — Programs leading to the D.O. degree

AMERICAN PHYSICAL THERAPY ASSOCIATION

- ☐ 054 Physical Therapy (PTAA) — Programs for the physical therapist assistant
- ☐ 053 Physical Therapy (PTA) — Professional programs for the physical therapist

AMERICAN PODIATRIC MEDICAL ASSOCIATION

- ☐ 055 Podiatry (POD) — Colleges of podiatric medicine, including first-professional and graduate degree programs

AMERICAN PSYCHOLOGICAL ASSOCIATION

- ☐ 056 Clinical Psychology (CLPSY) — Doctoral programs
- ☐ 057 Counseling Psychology (COPSY) — Doctoral programs
- ☐ 058 Professional Psychology (IPSY) — Predoctoral internship programs

AMERICAN PSYCHOLOGICAL ASSOCIATION —
Continued

- ☐ 059 Professional/Scientific Psychology (PSPSY) — Doctoral programs
- ☐ 060 School Psychology (SCPSY) — Doctoral programs

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

- ☐ 062 Audiology (AUD) — Master's degree programs
- ☐ 063 Speech-Language Pathology (SP) — Master's degree programs

AMERICAN VETERINARY MEDICAL ASSOCIATION

- ☐ 065 Veterinary Medicine (VET) — Colleges of veterinary medicine offering programs leading to a professional degree

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

- ☐ 066 Pastoral Education (PAST) — Basic, advanced, and supervisory clinical pastoral education programs

ASSOCIATION OF ADVANCED RABBINICAL AND
TALMUDIC SCHOOLS

- ☐ 067 Rabbinical and Talmudic Education (RABN) — Advanced Rabbinical and Talmudic schools

ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS
AND PROGRAMS

- ☐ 111 Business (BUAD) — Associate degree programs in business and business-related fields
- ☐ 112 Business (BUBD) — Baccalaureate degree programs in business and business-related fields
- ☐ 113 Business (BUMD) — Master's degree programs in business and business-related fields

ASSOCIATION OF THEOLOGICAL SCHOOLS IN THE
UNITED STATES AND CANADA

- ☐ 071 Theology (THEOL) — Freestanding schools, as well as schools affiliated with larger institutions, offering graduate professional education for ministry and graduate study of theology

COMMISSION ON OPTICIANRY ACCREDITATION

- ☐ 096 Opticianry (OPLT) — 1-year programs for the ophthalmic laboratory technician
- ☐ 095 Opticianry (OPD) — 2-year programs for the ophthalmic dispenser

COUNCIL ON CHIROPRACTIC EDUCATION, THE

- ☐ 072 Chiropractic (CHIRO) — Programs leading to the D.C. degree

COUNCIL ON EDUCATION FOR PUBLIC HEALTH

- ☐ 073 Community Health Education (CHE) — Graduate programs offered outside schools of public health

CONTINUED ON NEXT PAGE

LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued

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Mark (X) all that apply for your institution.

COUNCIL ON EDUCATION FOR PUBLIC HEALTH —
Continued

- ☐ 074 Community Health/Preventive Medicine (CHPM) — Graduate programs offered outside schools of public health
- ☐ 075 Public Health (PH) — Graduate schools of public health

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION

- ☐ 100 Naturopathy (NATUR) — Programs leading to the N.D. or N.M.D. degree

COUNCIL ON OCCUPATIONAL EDUCATION

- ☐ 118 Occupational Education (OCCED) — Occupational education programs (formerly Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools)

DISTANCE EDUCATION AND TRAINING COUNCIL

- ☐ 089 Distance Education and Training (DIST) — Home study schools (including associate, baccalaureate, or master's degree-granting home study schools)

FOUNDATION FOR INTERIOR DESIGN EDUCATION RESEARCH

- ☐ 077 Interior Design (FIDER) — 2-year pre-professional assistant level programs (certificate and associate degree); first professional degree level programs (master's and baccalaureate degrees and 3-year certificate); and postprofessional master's degree programs

MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION

- ☐ 117 Montessori Education (MONTE) — Montessori teacher education programs and institutions

NATIONAL ACCREDITATION COMMISSION FOR SCHOOLS AND COLLEGES OF ACUPUNCTURE AND ORIENTAL MEDICINE

- ☐ 104 Acupuncture (ACUP) — First professional master's degree and professional master's level certificate and diploma programs in acupuncture and oriental medicine

NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCES

- ☐ 080 Cosmetology (COSME) — Postsecondary schools and departments

NATIONAL ARCHITECTURAL ACCREDITING BOARD, INC.

- ☐ 081 Architecture (ARCH) — First professional degree programs

NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN

- ☐ 082 Art and Design (ART) — Degree-granting schools and departments and nondegree-granting schools

NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

- ☐ 083 Dance (DANCE) — Institutions and units within institutions offering degree-granting and nondegree-granting programs

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC —
Continued

- ☐ 084 Music (MUS) — Baccalaureate and graduate degree programs
- ☐ 105 Music (MUSA) — Community and junior college programs
- ☐ 106 Music (MUSN) — Nondegree programs

NATIONAL ASSOCIATION OF SCHOOLS OF THEATER

- ☐ 085 Theater (THEA) — Institutions and units within institutions offering degree-granting and/or nondegree-granting programs

NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION

- ☐ 088 Teacher Education (TED) — Baccalaureate and graduate programs for the preparation of teachers and other professional personnel for elementary and secondary schools

NATIONAL ENVIRONMENTAL HEALTH SCIENCE AND PROTECTION ACCREDITING COUNCIL

- ☐ 115 Environment Health Science and Protection (EHSP) — Programs leading to a baccalaureate or higher degree

NATIONAL LEAGUE FOR NURSING, INC.

- ☐ 093 Nursing (PNUR) — Practical nursing programs
- ☐ 090 Nursing (ADNUR) — Associate degree programs
- ☐ 091 Nursing (DNUR) — Diploma programs
- ☐ 092 Nursing (NUR) — Baccalaureate and higher degree programs

TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS

- ☐ 114 Christian Education (CE) — Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees

UNITED STATES CATHOLIC CONFERENCE

- ☐ 101 Pastoral Education (CPE) — Centers/programs, including those that offer clinical pastoral education, that award certificates, baccalaureate, and master's degrees for training for specialized ministries in the Catholic Church

OTHER

NEW YORK STATE BOARD OF REGENTS (A nationally recognized State agency)

- ☐ 110 Accreditation of collegiate degree-granting programs or curriculums offered by institutions of higher education and of credit-bearing certificate and diploma programs offered by degree-granting institutions of higher education

1 ☐ Semester
2 ☐ Quarter
3 ☐ Trimester
4 ☐ Four-One-Four Plan (4-1-4)
5 ☐ Differs by program
6 ☐ Continuous basis (every 2 weeks, monthly, or other period) — *Specify period*

1 ☐ In-State
2 ☐ Out-of-State
3 ☐ Abroad

1 ☐ On-campus
2 ☐ Correctional facility
3 ☐ Local educational agency facility
4 ☐ Other government facility
5 ☐ Other

1 ☐ Yes — *Mark (X) all that apply.* —————→ a ☐ In States and/or territories
b ☐ Abroad

2 ☐ No

2 ☐ High school diploma or its equivalent

3 ☐ High school class standing

4 ☐ Admissions test scores — *Specify*

		Average score (recentered)
a	<input type="checkbox"/> SAT	
b	<input type="checkbox"/> ACT	
c	<input type="checkbox"/> Other	

5 ☐ Residence

6 ☐ Evidence of ability to benefit from instruction

7 ☐ Age

8 ☐ Score on the Test of English as a Foreign Language (TOEFL) for foreign applicants or an equivalent test

9 ☐ Open admission

10 ☐ Other — *Specify* _____

6. Which of the following selected modes of instruction in credit/noncredit activities does your institution offer?
Mark (X) all that apply.

- 1 ☐ Work in a program-related setting with pay
- 2 ☐ Work in a program-related setting without pay
- 3 ☐ Home study — *Specify* ☐
- a ☐ Correspondence
- b ☐ Radio and TV
- c ☐ Newspaper
- 4 ☐ None of the above

7. Which of the following selected student services are offered by your institution?
Mark (X) all that apply.

- | | |
|--|--|
| 1 <input type="checkbox"/> Remedial services | 6 <input type="checkbox"/> Assistance for the hearing impaired |
| 2 <input type="checkbox"/> Academic/career counseling services | 7 <input type="checkbox"/> Access for the mobility impaired |
| 3 <input type="checkbox"/> Employment services for current students | 8 <input type="checkbox"/> On-campus day care for children of students |
| 4 <input type="checkbox"/> Placement services for program completers | 9 <input type="checkbox"/> None of the above |
| 5 <input type="checkbox"/> Assistance for the visually impaired | |

8. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

- 1 ☐ Has own library
- 2 ☐ Does not have own library but contributes financial support to a shared library with the following postsecondary institution(s) ☐

UNITID	Name of institution

- 3 ☐ None of the above

Remarks

1. Is an application fee for admission required by your institution?

Application fee

1 ☐ Yes — *Indicate amount of fee* →2 ☐ No

\$

2. Does your institution enroll any full-time students?

1 ☐ Yes — *Continue*2 ☐ No — *SKIP to item 4.*

3. Do you charge full-time students by –

1 ☐ Credit hour2 ☐ Term3 ☐ Year4 ☐ Program (normally measured in contact hours)5 ☐ Other — *Specify* ↴

4. How many programs are offered at your institution?

Number of programs

Specify number →

5. Does your institution offer any program of at least 300 contact or clock hours, or 6 semester or trimester hours, or 12 quarter hours?

1 ☐ Yes2 ☐ No

6. List the six programs with the **LARGEST** enrollment at your institution and provide the following information for each program. Report the tuition and fees and the cost of books and supplies for the **TOTAL LENGTH OF THE PROGRAM**. Follow the instructions carefully and refer to the enclosed pamphlet for CIP codes.

TITLE OF PROGRAM	CIP CODE	TUITION AND REQUIRED FEES (For entire program)	COST OF BOOKS AND SUPPLIES	TOTAL LENGTH OF PROGRAM (In contact hours)

Part E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY —
ACADEMIC YEAR 1995-96

COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH

Note that the preprinted information (if provided) indicates which data were reported as combined last year.
Verify that the information is correct for the current year. Please make any corrections in RED.

The institution named on this report is including data for other institutions/branches.

- ☐ No
☐ Yes — Please indicate below, the UNITID (if known), name and address of the institutions for which data are included.

UNITID	Institution name	Address	City	State	ZIP Code

The data for this institution are reported by another institution.

- ☐ No
☐ Yes — Please indicate if data are being reported by another institution. Also list the UNITID, name, and address of the reporting institution.

UNITID	Institution name	Address	City	State	ZIP Code

Part E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY —
ACADEMIC YEAR 1995-96 — Continued

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NOTE

Part E requests data for academic year 1995-96, unlike Parts A—D and Part F which request data for academic year 1996-97. Please read the definition of credit course in the Glossary before completing this section of the survey form.

NOTE — If this institution's normal reporting practices exclude students enrolled in summer session(s) or extension division/programs, do not include them in your response to questions 1a, b, and c of Part E.

Total activity

- 1a. How many students were enrolled (total headcount) at your institution on October 15, 1995 (or your institution's official fall reporting date)? *This number should include students taking courses for credit as well as those enrolled in occupational and vocational programs.* (NCES may have completed this question for you.)

Total headcount of students enrolled on October 15, 1995

- 1b. How many students were enrolled (UNDUPLICATED count) during the 12-month period of July 1, 1995 through June 30, 1996? This number should include all students enrolled for credit as well as those enrolled in occupational and vocational programs. *Include all students reported in question 1a above plus all other students enrolled during the 12-month period.*

Total unduplicated count of students enrolled during 12-month period

If another 12-month period is used — *Indicate the start date of the period.*

Month	Day	Year

- 1c. Instructional activity is requested below **ONLY** for courses taken for credit as well as courses that are part of an occupational or vocational program. *Instructional activity is the enrollment in a course multiplied by the credit hour (or contact hour) value of the course.* Please read the survey instructions for Part E, question 1c, before computing credit hour activity and/or contact hour activity. Do not convert credit hour activity into contact hour activity, or vice versa.

Courses measured in terms of credit hours should be included on line 1. Courses measured in terms of contact or clock hours should be included on line 2. If your institution does not offer credit hour (or contact hour) courses, leave the line(s) blank.

In the first column below, report instructional activity for the 12-month period described in question 1b above. In the second column, report instructional activity for the fall term of 1995. If your institution has no fall term — *Mark (X) the box in that column and leave the column blank.*

TYPE OF ACTIVITY	TOTAL ACTIVITY FOR 12-MONTH PERIOD	ACTIVITY IN FALL TERM
		<input type="checkbox"/> Mark (X) this box if no fall term.
(1) Credit hour activity (Do not include in (2) below.)		
(2) Contact hour activity (Do not include in (1) above.)		

REMARKS SECTION — *Explain any major differences in student counts from those that were reported last year.* By entering any explanations here, you may eliminate the need for telephone contact at a later date.

1. In which of the following Federal student financial aid programs is this institution eligible to participate? *Mark (X) all that apply for the current academic year.*

- | | |
|--|--|
| 1 <input type="checkbox"/> Veterans Administration Educational Benefits (VA) | 6 <input type="checkbox"/> Perkins Loan (formerly National Direct Student Loan (NDSL)) |
| 2 <input type="checkbox"/> Pell Grants | 7 <input type="checkbox"/> Health Education Assistance Loan (HEAL) |
| 3 <input type="checkbox"/> Supplementary Education Opportunity Grants (SEOG) | 8 <input type="checkbox"/> Other Federal student financial aid programs |
| 4 <input type="checkbox"/> Stafford Loans (formerly GSL) | 9 <input type="checkbox"/> Not eligible for any of the above |
| 5 <input type="checkbox"/> College Work Study Program (CWS) | |

2. Does this institution offer instruction through the Job Training Partnership Act (JTPA)? *Mark (X) only one.*

- 1 ☐ Yes
2 ☐ No
3 ☐ Do not know

Remarks

GENERAL INSTRUCTIONS — IC-3

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

NOTE — The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094 (a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

INSTITUTIONAL IDENTIFICATION

Mail To — In this block, please provide the address to which IPEDS forms should be mailed. This address can be the physical location of the school or it may be the address of a central, system, or corporate office, or other branch campus located elsewhere.

Institution name and address — This is the full name of the institution covered by this report and the physical location of the institution, including 9-digit ZIP Code (if known), as it should appear in an institutional listing.

Employer ID number — Enter the Employer Identification Number (EIN) which is the 9-digit number that the Internal Revenue Service (IRS) assigned to the institution for tax purposes.

Name and title of chief administrator of institution — Provide the name and title of the chief administrator of the entity covered by this report. (Example: President, Chancellor, Provost, etc.)

Telephone numbers — These are the telephone numbers for general information inquiries, the Financial Aid Office, and the Admissions Office.

Respondent — Enter the name and telephone number of the person responsible for completing this report.

County or city location of institution and Congressional District — Provide the name of the county or independent city in which your entity is located and the Congressional District number.

PART A — TYPES OF EDUCATIONAL OFFERINGS

These questions are asked to verify the inclusion of this institution on the NCES/IPEDS list of institutions and agencies offering all types of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

PART B — ORGANIZATION AND ACCREDITATION

The purpose of question 1 in this section is to identify the institution or entity that will be responsible for completing this and other IPEDS survey forms. For individual institutions this will simply be the institution itself. However, for groups of institutions organized into systems or corporations, an administrative unit (such as the central, system, or corporate office), or the main campus, or one of the branch campuses may complete separate survey forms for itself and for all of the campuses of the institution. If you believe that your response to this section does not adequately describe the reporting process in your organization, call your State Coordinator or the Census Bureau representative.

1. If this entity (institution or administrative unit) will complete any IPEDS survey forms for other institutions or branches, provide the information requested in this item. If this entity is an institution of postsecondary education, or branch of such an institution, also complete the rest of the survey. If this entity is an administrative unit only, stop after completing pages 1—5. All entities should return the completed survey to the address shown on page 1.

2. Institutional control or affiliation — Indicate the appropriate form of control or affiliation under which the institution operates. Affiliation with a religious group need not imply financial backing. Mark the appropriate religious affiliation. If the religious affiliation is Protestant or Other, specify the denomination. If more than one response is appropriate, mark all that apply, but do not indicate both public and private, or both profit making and nonprofit.

3. Award levels — Check all applicable levels for all credit programs offered at this institution. Award levels are identified on the basis of either recognition for their completion, or duration, or a combination thereof.

Boxes (1), (2), and (4) — Note that these categories are differentiated on the basis of length of programs and refer to completions below the level of the baccalaureate degree. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours of instruction.

Box (3) indicates Associate's degree if the institution is authorized to make this formal award.

Administrative unit — An administrative unit is the office in a multi-campus environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. The administrative office for a one-campus school is not considered an administrative unit for IPEDS reporting purposes. If this entity as named on page 1, box 1, is an administrative unit only, stop after completing all of page 5, and return the completed survey to the address shown on page 1.

4. No formal award program — Indicate whether this institution offers programs with stated occupational objectives and well-defined completion requirements that do not lead to a formal award.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – IC-3 — Continued

PART B — ORGANIZATION AND ACCREDITATION — Continued

5. Institutional accreditation — Indicate the types of agencies which accredit this institution.
6. Regional accreditation — Indicate which regional association accredits your institution.
7. National institutional or specialized accreditation — If this institution or any of its programs, departments, or schools is currently accredited by any of the national institutional or specialized accrediting agencies recognized by the Secretary, U.S. Department of Education (Higher Education and Occupational/Vocational Institution Eligibility Agencies) which are listed on pages 7 — 9, mark the appropriate box(es) for all that apply.

PART C — CALENDAR, ADMISSION REQUIREMENTS, AND SERVICES

1. Calendar system — Indicate the predominant calendar on which the institution operates. If courses or programs are offered on more than one calendar, select the system under which most courses or programs are offered. If there is no predominant calendar system at this institution, mark (X) box 5, 6, or 7, as appropriate.
2. Location of course instruction — Indicate all locations where credit or noncredit courses are offered. The intent of this item is to identify geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.
3. Types of facilities used for course instruction — Indicate all of the types of facilities at which credit or noncredit course instruction is offered. Do not include facilities such as rented space on or adjacent to primary campuses.
4. Course instruction at military installations — Indicate whether your institution offers credit courses at military installations in States and territories and/or abroad.
5. Admission requirements — This item refers to credit programs only. Mark the types of information that are used as part of the selection process for students entering your institution.
6. Modes of instruction — For credit and noncredit activities separately, indicate from the choices listed all of the types of instructional delivery that are employed by the institution at any of its locations. This list is not intended to be exhaustive, and omits the more traditional instructional modes.

Work in a job-related setting with pay could include programs in which substantial periods of academic study alternate with work for pay in industries and occupations which are the objectives of the program. It could also include employment held simultaneously with instruction if the employment was considered an integral part of the program. Include research and teaching assistantships here.

Work in a job-related setting without pay could include student/practice teaching or unpaid internships.

7. Selected student services — Indicate which of the selected services are provided for students at the institution. Mark "remedial services" if the institution has either required or voluntary activities designed to raise basic achievement levels or to improve basic skills. Include day care if the service is available, whether or not enrollees are charged a fee.
8. Library — Indicate whether this institution has its own library, shares a library, or has no facility.

PART D — STUDENT CHARGES AND PROGRAM OFFERINGS

1. Application fee — If your institution charges an application fee for admission, indicate the amount.
2. Enrollment of full-time students — Indicate if your institution enrolls any students on a full-time basis. If not, skip to question 4.
3. Basis for charging full-time students — Indicate the method by which full-time students most frequently are charged.
4. Number of programs — Provide the total number of programs that your institution offers.
5. Length of programs — Indicate whether your institution offers programs that are at least 300 contact hours or clock hours, or 6 semester or trimester hours, or 12 quarter hours.
6. Largest programs — Provide the title, Classification of Instructional Program (CIP) code, in-State tuition and required fees, the cost of books and supplies for the total program, and the total length of the program in contact hours.
 - Enter the title of the program as designated by your institution.
 - Refer to the enclosed NCES publication, the 1990 version of the Classification of Instructional Programs (CIP). Match your program title as closely as possible with a program listed in this publication. Enter the corresponding 6-digit code in the appropriate space.
 - Enter the total in-State tuition and required fees charged for the total length of the program.
 - Enter the cost of books and supplies for the total program.
 - Report the total length of the program measured in contact or clock hours.

PART E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY

NOTE — Part E requests data for academic year 1995–96, unlike Parts A–D and Part F which request data for academic year 1996–97. Please read the definition of credit course in the glossary before completing this section of the survey form.

Total activity

- 1a. Fall enrollment — Report the total number of students enrolled for credit at your institution as of October 15, 1995, or on your institution's official fall reporting date. If your institution received the 1995 Fall Enrollment survey, report here the sum of columns 15 and 16 on line 29 of the survey. If your institution received the 1995 Consolidated survey instead, report the sum of columns 15 and 16 on line 29 of Part A of that survey. This number will include students taking courses for credit as well as those enrolled in occupational and vocational programs. This number will be preprinted on your form if your institution provided the data last year.
- 1b. Unduplicated headcount during 12-month period
Coverage — Institutions should report an unduplicated count of the total number of students enrolled during the reporting period in any courses leading to a degree or other formal award AND any students enrolled in courses that are part of a terminal vocational or occupational program. DO NOT report students whose only credit was at a branch campus in a foreign country.

GENERAL INSTRUCTIONS – IC-3 — Continued

How to report unduplicated headcount —

In order to determine an unduplicated number of students enrolled, count each student only once during the 12-month period. For example, if a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once.

1c. Instructional activity

Coverage —

Credit hour activity — Include instructional activity in all courses offered for credit that are measured in terms of credit hours, regardless of whether the student completes the course. (See the Glossary for the definition of "credit course.") Also include credit courses comprising part of a vocational or occupational program that are measured in terms of credit hours, regardless of whether these courses lead to a formal award by the institution. Include credit courses taken by high school students. Do not include credit courses that are audited by students, or credit courses of students studying abroad. If your institution does not offer credit hour courses, leave line 1 blank.

Contact hour activity — Include instructional activity in all courses offered for credit that are measured in terms of contact or clock hours, regardless of whether the student completes the course. (See the Glossary for the definition of "credit course.") Also include courses that are part of a terminal occupational or vocational program that are measured in contact or clock hours, regardless of whether these courses lead to a formal award by the institution. Include credit courses taken by high school students. Do not include credit courses that are audited by students, or credit courses of students studying abroad. If your institution does not offer contact hour courses, leave the line blank.

Total activity for 12-month period — Report the total credit hour and contact hour activity for all students for the entire year. Include all short courses as well as regular academic terms. *Read the instructions below entitled "How to compute instructional activity" before providing the 12-month instructional activity data.*

How to compute instructional activity —

Credit hour activity — In computing credit hour activity, include ONLY those courses offered for credit that are measured in terms of credit hours, as well as courses that are part of an occupational or vocational program that are measured in terms of credit hours. **DO NOT CONVERT CONTACT HOUR ACTIVITY INTO CREDIT HOUR ACTIVITY.** To determine the credit hour activity for a course, multiply the CREDIT HOUR value of the course by the number of students enrolled in the course for credit. (NOTE — The number of students enrolled in the course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term, and the 5th day of each summer or short term.)

Example: The credit hour activity for a 3-credit course with an enrollment of 30 students is 90 credit hours. Using this method, compute the credit hour activity for each course and then sum the activity for all credit hour courses for the specified period (12-month period or fall term).

Contact hour activity — In computing contact hour activity, include ONLY those courses offered for credit that are measured in terms of contact or clock hours, as well as courses that are part of an occupational or vocational program that are measured in terms of contact or clock hours. **DO NOT CONVERT CREDIT HOUR ACTIVITY INTO CONTACT HOUR ACTIVITY.** To determine the contact hour activity for a course, multiply the CONTACT HOUR value of the course by the number of students enrolled in the course for credit. (NOTE — The contact hour value of a course is the number of hours per week that the course meets times the number of weeks the course is given. For example, a 3-week real estate licensure course that meets 15 hours per week has a value of 45 contact hours. The number of students enrolled in the course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term, and the 5th day of each summer or short term.)

Example: The contact hour activity for a 900-contact hour course with an enrollment of 20 students is 18,000 contact hours. Using this method, compute the contact hour activity for each course and then sum the activity for all contact hour courses for the specified period (12-month period or Fall Term). If a course does not end within the 12-month period (e.g., if only 40 weeks of a 64-week course fall within the specified period 12-month period), see the special instructions below to determine the computation of instructional activity for these courses.

Special Instructions — If a course does not end within the specified 12-month period, the instructional activity for the course should be reported only for the number of weeks which do fall within the 12-month period. For example, if only 40 weeks of a 64 week course (which meets 15 hours per week and has an enrollment of 30 students) falls within the 12-month period, the contact hour activity for this course would be computed as follows: 40 weeks x 15 hours per week x 30 students = 18,000 contact hours.

PART F — ADDITIONAL INFORMATION

1. **Eligibility for Title IV programs** — Indicate whether or not students attending your institution are eligible for funding through Title IV programs (e.g., Pell, Stafford, etc.). If you know your institution's OPE (Office of Postsecondary Education) identification number and it is not preprinted, please enter it in the space provided.
2. **Eligibility for Federal programs** — Indicate for which of these Federal programs the institution is eligible. This list is not intended to be exhaustive.
3. **Job Training Partnership Act** — Indicate whether this institution offers instruction through the Job Training Partnership Act (JPTA).

GLOSSARY

INSTITUTIONAL CHARACTERISTICS — IC-3

ABROAD — Any geographic location not in the aggregate United States, which includes the 50 States, the District of Columbia, and the outlying areas.

ACADEMIC PROGRAM — Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

ACADEMIC YEAR — The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan.

ACCREDITING AGENCIES — Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.

ADMINISTRATIVE UNIT — The administrative office in a multi-campus environment. This may also apply to the parent or lead campus in a system with one or more branch campuses.

ADMISSIONS TEST SCORES — Scores on standardized admissions tests or special admissions tests.

ADULT BASIC EDUCATION — Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school degree, nor are they part of any academic, occupational, or vocational program.

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

AVOCATIONAL PROGRAMS — Instructional programs in personal interest and leisure categories whose expressed intent is NOT to produce postsecondary credits, nor to lead to a formal award or an academic degree, nor result in occupationally specific skills.

BRANCH INSTITUTION — A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses.

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

CHIEF ADMINISTRATOR — The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution or that component of an organization that conducts postsecondary education and may report to a governing board.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

CLOCK HOUR — *See definition for contact hour.*

COLLEGE WORK STUDY PROGRAM (CWS) — (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.)

Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students.

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

CORRESPONDENCE — Method of instruction with students receiving structured units of information and accompanying material completely through the mail.

COUNSELING SERVICE — Activities designed to assist students in making plans and decisions related to their education, career, or personal development.

CREDIT — Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

CREDIT HOUR — A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

DAY CARE SERVICE — A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs.

DEGREE — An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

EMPLOYMENT SERVICES FOR CURRENT STUDENTS — Activities intended to assist students in obtaining part-time employment as a means for defraying part of the cost of their education.

FALL TERM — That part of the academic year that begins between late August and November 1.

FOUR-ONE-FOUR PLAN — The 4-1-4 calendar consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.

FULL-TIME STAFF — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full-time. Includes faculty on sabbatical leave, and persons who are on leave but remain on the payroll.

FULL-TIME STUDENT — A student enrolled for 12 or more semester credits or 12 or more quarter credits, or 24 or more contact hours a week each term.

HEALTH EDUCATION ASSISTANCE LOAN (HEAL) — Federally insured loans to students attending eligible health professions schools. Section 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS — IC-3

HEARING IMPAIRED — Any person whose hearing loss is sufficiently severe to adversely affect their educational performance.

HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT — A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination.

HOME STUDY — Method of instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation, grade assignment, and the awarding of credit.

IN-STATE STUDENT — A student who is a legal resident of the State in which he/she attends school.

INSTITUTIONAL SYSTEM — Two or more institutions of higher education under the control or supervision of a single administrative body.

INSTRUCTIONAL ACTIVITY — The provision of course-work to students which can be measured in various terms.

JOB TRAINING PARTNERSHIP ACT (JTPA) — Legislation effective beginning Federal Fiscal Year 1984, enabling Private Industry Councils (PICs) in service areas defined within each State to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served.

LIBRARY — An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.

LOCAL EDUCATION AGENCY (LEA) — A public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for public elementary or secondary schools in (1) a city, county, township, school district, or other political subdivision of a State, (2) such combination of school districts or counties a State recognizes as an administrative agency for its public elementary or secondary schools, (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school, and (4) any other public institution or agency that has administrative control and direction of a vocational education program.

MILITARY INSTALLATIONS — One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, including Reserves and National Guard.

MOBILITY IMPAIRED — Any person who must use a standard manual or electric wheelchair or other assistive device to move from place to place, or any person who otherwise finds stairs and other similar physical features impediments to movement.

NATIONAL INSTITUTIONAL ACCREDITATION — Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies.

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

OCCUPATIONAL PROGRAM — A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.

OFF-CAMPUS FACILITY — A teaching facility located some distance away from the educational institution which operates it.

OPE ID. — Identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix which is used to identify branches, additional locations, and other entities that are part of the eligible institution.

OPEN ADMISSION — Admission policy whereby the school will accept any student who applies.

PART-TIME STUDENT — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week each term.

PELL GRANT PROGRAM — (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses.

PERKINS LOAN PROGRAM (FORMERLY NATIONAL DIRECT STUDENT LOANS) — (Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.

PLACEMENT SERVICES FOR PROGRAM COMPLETERS — Assistance for students in evaluating their career alternatives as well as in obtaining full-time employment upon leaving the institution.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS — IC-3

POSTSECONDARY EDUCATION — The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocation and adult basic education programs.

PREDOMINANT CALENDAR SYSTEM — The method by which an institution structures most of its courses for the academic year.

PRIVATE FOR-PROFIT (PROFIT-MAKING) INSTITUTION — A private institution in which the individual(s) or agency in control receives compensation other than wages, rent or other expenses for the assumption of risk.

PRIVATE INSTITUTION — An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials.

PRIVATE NONPROFIT INSTITUTION — A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and those affiliated with a religious organization.

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

PROGRAM WITH NO FORMAL AWARD — Any formally organized program with stated educational objectives and well defined completion requirements that does not lead to a formal reward.

PUBLIC INSTITUTION — An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

QUARTER CALENDAR SYSTEM — A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

REMEDIAL SERVICES — Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

RESIDENCE — A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.

SHARED LIBRARY — A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor.

SPECIALIZED ACCREDITATION — Specialized accreditation normally applies to evaluation of programs, departments or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies do accredit professional

schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.

SPECIAL ADMISSIONS TESTS — Tests prepared by or for a particular institution, or State (for State institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.

STAFFORD LOANS (FORMERLY GUARANTEED STUDENT LOANS) — (Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, graduate, and first-professional students at eligible postsecondary institutions.

STANDARDIZED ADMISSIONS TESTS — Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG) — (Higher Education Act of 1965, as amended, Title IV, Part 2, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) — Standardized test designed to determine an applicant's ability to benefit from instruction in English.

TRIMESTER CALENDAR SYSTEM — An academic year consisting of 3 terms of about 15 weeks each.

TUITION AND REQUIRED FEES —

- Tuition — Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
- Required fees — Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is an exception.

12-MONTH PERIOD — The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among all IPEDS surveys and from year-to-year.

UNDUPLICATED COUNT — The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

UNITID CODE — Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

VETERANS ADMINISTRATION EDUCATION BENEFITS (VA) — Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving spouse and children, discharged veterans, and active military personnel in special programs.

VISUALLY IMPAIRED — Any person whose sight loss is sufficiently severe and not correctable, and adversely affects educational performance.

FORM IPEDS-IC-4
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEMINSTITUTIONAL
CHARACTERISTICS SURVEY

1996-97

NOTE - The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please read the accompanying instructions before completing this survey form. Respond to each item on this report in the space provided. Certain responses are preprinted. These responses were provided by your institution on the previous IPEDS Institutional Characteristics Survey form. If a response is preprinted, verify that it is correct. If a preprinted response is incorrect, cross out the existing incorrect response with a single line and clearly indicate the correct response.

Make your changes in red so they are easily identified. Be sure to update the enrollment and tuition questions. Certain terms are defined in the Glossary which begins on page 5 of the instructions.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: September 1, 1996

Mailing address — *If IPEDS forms should be mailed to an address that is not the school location, complete the following information.*

Name of institution

Street or PO Box

City

State

ZIP Code

INSTITUTIONAL IDENTIFICATION 1996-97

Please correct errors in the name, address, ZIP Code, and other information listed below.

1. Name of institution covered by this report

2. UNITID

☐ Mark (X) this box if mailing address is the same as the institution's physical location.

3. Physical location of institution (Number and street name)

4. Employer ID Number (EIN)
(9 digits)

City

State

ZIP Code

5. Name of county or independent city

6. Name of chief administrator

Title

7. Congressional
district

8. Name of respondent

9. E-Mail address

10. Telephone
numbers

Respondent's

FAX

General information

Financial aid office

Admissions office

Changes from the 1995-96 form for
1996-97 INSTITUTIONAL CHARACTERISTICS SURVEY

► Part F — Additional Information

Question has been added and asks if the institution is eligible for Title IV financial aid. If so, the OPE ID number is requested.

PURPOSE OF THE SURVEY AND WHO SHOULD RESPOND

The primary purpose of the Institutional Characteristics (IC) component of IPEDS is to collect the basic data that identify and describe the universe of postsecondary education institutions in the United States and its outlying areas. Each institution or branch campus should file a separate report so that they can be listed in the Directory of Postsecondary Institutions.

USES OF THE DATA

Survey results will be used in a variety of ways. For example, they will be used as the source file for sample design for other postsecondary data collection activities. Other uses include generating basic counts of institutions in each State by type, control, and other key institutional characteristics; compiling directories of postsecondary education institutions that will be made available to the general public; and incorporating results into Career Information Delivery Systems throughout the nation. The data are extremely valuable for survey research design, statistical analysis, and general information purposes.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 2.0 hours per response, with an average of 1 hour, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

REMARKS SECTION — *Please enter any remarks you may have in this section.*

Part A — TYPES OF EDUCATIONAL OFFERINGS

IC-4

Which of the following types of instruction/programs does your institution offer?
Mark (X) all that apply.

- | | |
|---|---|
| 1 <input type="checkbox"/> Occupational, may lead to a certificate, degree, or other formal award | 4 <input type="checkbox"/> Recreational or avocational (leisure) programs |
| 2 <input type="checkbox"/> Academic, leading to a certificate, degree, or diploma | 5 <input type="checkbox"/> Adult basic or remedial instruction or high school equivalency |
| 3 <input type="checkbox"/> Continuing professional (postbaccalaureate only) | 6 <input type="checkbox"/> Secondary (high school) |

If you marked ONLY items 4, 5, or 6 above, please stop and return the form to the address printed on the front of the form.

Part B — ORGANIZATION AND ACCREDITATION

1. Will your institution complete IPEDS forms for OTHER institutions or branch campuses?

- 1 ☐ Yes — *List the information requested below for those institutions.*
- 2 ☐ No — *SKIP to item 2*

UNITID	Institution name	Address	City	State	ZIP Code

A SEPARATE survey form should also be completed for each institution or branch listed above.

2. What is your institutional control or affiliation? (Do not indicate both public and private.)

PUBLIC

Mark (X) only one.

- | | |
|--|--|
| 1 <input type="checkbox"/> Federal | 6 <input type="checkbox"/> Township |
| 2 <input type="checkbox"/> State | 7 <input type="checkbox"/> City |
| 3 <input type="checkbox"/> Territorial | 8 <input type="checkbox"/> Special district |
| 4 <input type="checkbox"/> School district | 9 <input type="checkbox"/> Other — Specify ↘ |
| 5 <input type="checkbox"/> County | |

PRIVATE

Mark (X) all that apply but do not indicate both profit-making and nonprofit.

- 1 ☐ Profit-making — SKIP to question 3
- 2 ☐ Nonprofit ↘
- a ☐ Independent (no religious affiliation) — SKIP to question 3
- b ☐ Religious affiliation ↘
- 1 ☐ Catholic
- 2 ☐ Jewish
- 3 ☐ Protestant — Specify ↘

- 4 ☐ Other — Specify ↘

CENSUS
USE ONLY

3. What award levels are offered by your institution? (One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours.)
Mark (X) all that apply.

BELOW THE BACCALAUREATE

- 1 ☐ Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours)
- 2 ☐ Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours)
- 3 ☐ Associate's Degree
- 4 ☐ Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 but less than 3600 contact or clock hours)

BACCALAUREATE AND ABOVE

- 5 ☐ Bachelor's Degree
- 6 ☐ Postbaccalaureate Certificate
- 7 ☐ Master's Degree
- 8 ☐ Post-Master's Certificate
- 9 ☐ Doctor's Degree
- 10 ☐ First-Professional Degree
- 11 ☐ First-Professional Certificate (Post-Degree)

- 12 ☐ Other — Specify →

An administrative unit is the office in a multi-campus environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. Mark (X) the box below if the entity covered by this form and named in item 1 on the front cover is an administrative unit only.

- 1 ☐ — *If this is an administrative unit only, STOP HERE, make sure you have completed pages 1—5, and return this form to the address shown on page 1. Complete a separate survey form for each campus for which you are responsible.*

NOTE — The administrative office for a one-campus school is NOT considered an administrative unit for IPEDS reporting purposes.

4. Has this institution been providing postsecondary instruction for at least 2 consecutive years (except for normal vacation periods)? A change in name or ownership of this institution during this 2-year period is not relevant for the purpose of answering this question.

- 1 ☐ Yes
2 ☐ No
3 ☐ Don't know

5. This institution is accredited by the following accrediting agency(ies).
Mark (X) all that apply.

- 1 ☐ National institutional or specialized accrediting agency
2 ☐ Regional accrediting agency — *Please complete question 6.*
3 ☐ State accrediting or approval agency
4 ☐ Not applicable

6. If you marked (X) box 2 in question 5 above — *Indicate below the regional association that accredits your institution. (Mark (X) only one.)*

- | | |
|--|--|
| 1 <input type="checkbox"/> Middle States Association of Colleges and Schools,
Commission on Higher Education | 7 <input type="checkbox"/> Northwest Association of Schools and Colleges,
Commission on Colleges |
| 2 <input type="checkbox"/> Middle States Association of Colleges and Schools,
Commission on Secondary Schools | 8 <input type="checkbox"/> Southern Association of Colleges and Schools,
Commission on Colleges |
| 3 <input type="checkbox"/> New England Association of Schools and Colleges
Commission on Institutions of Higher Education | 9 <input type="checkbox"/> Western Association of Schools and Colleges,
Accrediting Commission for Community and
Junior Colleges |
| 4 <input type="checkbox"/> New England Association of Schools and Colleges
Commission on Vocational, Technical, Career Institutions | 10 <input type="checkbox"/> Western Association of Schools and Colleges,
Accrediting Commission for Schools |
| 5 <input type="checkbox"/> North Central Association of Colleges and Schools,
Commission on Institutions of Higher Education | 11 <input type="checkbox"/> Western Association of Schools and Colleges,
Accrediting Commission for Senior Colleges
and Universities |
| 6 <input type="checkbox"/> North Central Association of Colleges and Schools,
Commission on Schools | |

7. Is this institution or any of its programs, departments, or schools currently accredited by any of the accrediting agencies recognized by the Secretary, U.S. Department of Education, which are listed on pages 7—9?

- 1 ☐ Yes — *Continue with Part B on page 7 and mark (X) all that apply.*
2 ☐ No — *SKIP to Part C on page 10.*

LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION

IC-4

Review the following list of National Institutional and Specialized Accrediting Bodies and mark (X) all that apply for your institution. Be sure to review the entire list.

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY, INC.

- ☐ 001 Engineering (ENG) — Basic (baccalaureate) and advanced (master's) level programs in engineering
- ☐ 102 Engineering-related (ENGR) — Engineering-related programs at the baccalaureate and advanced degree level
- ☐ 002 Engineering Technology (ENGT) — Associate and baccalaureate degree programs in engineering technology

ACCREDITING ASSOCIATION OF BIBLE COLLEGES

- ☐ 011 Bible College Education (BI) — Bible colleges and institutes offering undergraduate programs

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

- ☐ 005 Allied Health Education (AHE) — Private, postsecondary institutions
- ☐ 003 Medical Assistant Education (MAAB) — Private schools and programs
- ☐ 004 Medical Laboratory Technician Education (MLTAB) — Private schools and programs

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES OF TECHNOLOGY

- ☐ 086 Occupational Education (NATTS) — Private postsecondary degree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers
- ☐ 087 Occupational Education (NDNAT) — Private nondegree-granting institutions that are predominately organized to educate students for trade, occupational, or technical careers

ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION

- ☐ 006 Health Services Administration (HSA) — Graduate programs in health services administration

ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING

- ☐ 099 Continuing Education (CNCE) — Noncollegiate continuing education institutions and programs

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

- ☐ 068 Business (JRCB) — Private junior colleges
- ☐ 069 Business (SRCB) — Private senior colleges
- ☐ 070 Business (PPB) — Private postsecondary schools

ACCREDITING COUNCIL ON EDUCATION IN JOURNALISM AND MASS COMMUNICATIONS

- ☐ 007 Journalism and Mass Communications (JOUR) — Units within institutions offering professional undergraduate and graduate (master's) degree programs

AMERICAN ACADEMY FOR LIBERAL EDUCATION

- ☐ 116 Liberal Education (LBRL) — Institutions of higher education and programs within institutions of higher education that offer liberal arts degree(s) at the baccalaureate level or a documented equivalency

AMERICAN ASSOCIATION FOR MARRIAGE AND FAMILY THERAPY

- ☐ 012 Marriage and Family Therapy (MFCC) — Clinical training programs
- ☐ 013 Marriage and Family Therapy (MFCD) — Graduate degree programs

AMERICAN ASSOCIATION OF NURSE ANESTHETISTS

- ☐ 014 Nurse Anesthesia (ANEST) — Generic nurse anesthesia educational programs/schools

AMERICAN BAR ASSOCIATION

- ☐ 015 Law (LAW) — Professional schools

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

- ☐ 016 Funeral Service Education (FUSER) — Institutions and programs awarding diplomas, associate degrees, and bachelor's degrees

AMERICAN COLLEGE OF NURSE-MIDWIVES

- ☐ 017 Nurse Midwifery (MIDWF) — Basic certificate and basic master's degree programs

AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION

- ☐ 018 Pharmacy (PHAR) — Professional degree programs

AMERICAN DENTAL ASSOCIATION

- ☐ 019 Dental Assisting (DA)
- ☐ 020 Dental Hygiene (DH)
- ☐ 021 Dental Technology (DT)
- ☐ 022 Dentistry (DENT) — Programs leading to the D.D.S. or D.M.D. degree, advanced general dentistry and specialty programs, and general practice residency programs

AMERICAN DIETETIC ASSOCIATION, THE

- ☐ 023 Dietetics (DIET) — Coordinated undergraduate programs
- ☐ 024 Dietetics (DIETI) — Postbaccalaureate dietetic internship programs

AMERICAN LIBRARY ASSOCIATION

- ☐ 025 Librarianship (LIB) — Master's programs leading to the first professional degree

AMERICAN MEDICAL ASSOCIATION AND ASSOCIATION OF AMERICAN MEDICAL COLLEGES, LIAISON COMMITTEE ON MEDICAL EDUCATION, COUNCIL ON MEDICAL EDUCATION

- ☐ 078 Medicine (MED) — Programs leading to the M.D. degree

CONTINUED ON NEXT PAGE

LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued

IC-4

Mark (X) all that apply for your institution.

AMERICAN MEDICAL ASSOCIATION, COMMITTEE ON
ALLIED HEALTH EDUCATION AND ACCREDITATION

- 028 ☐ Cytotechnologist (CYTO)
029 ☐ Diagnostic Medical Sonographer (DMS)
030 ☐ Electroneurodiagnostic Technologist (ENDT)
031 ☐ Emergency Medical Technician-Paramedic (EMTP)
032 ☐ Histologic Technician/Technologist (HT)
033 ☐ Medical Assistant (MA) — One- and two-year programs
035 ☐ Medical Laboratory Technician (MLTC) — Certificate programs
034 ☐ Medical Laboratory Technician (MLTAD) — Associate degree
036 ☐ Medical Record Administrator (MRA)
037 ☐ Medical Record Technician (MRT)
038 ☐ Medical Technologist (MT) — Professional programs
039 ☐ Nuclear Medicine Technologist (NMT)
041 ☐ Occupational Therapist (OT) — Professional programs
040 ☐ Ophthalmic Medical Assistant (OMA) — Programs of 6 months or longer
042 ☐ Perfusionist (PERF)
026 ☐ Physician Assistant (PA)
046 ☐ Radiation Therapy Technologist (RADTT)
043 ☐ Radiographer (RAD)
044 ☐ Respiratory Therapist (REST)
045 ☐ Respiratory Therapy Technician (RESTT)
027 ☐ Specialist in Blood Bank Technology (SBBT)
047 ☐ Surgeon's Assistant (SA)
048 ☐ Surgical Technologist (ST)

AMERICAN OPTOMETRIC ASSOCIATION

- 051 ☐ Optometry (OPPT) — Technician programs
049 ☐ Optometry (OPT) — Professional degree programs
050 ☐ Optometry (OPTR) — Residency programs

AMERICAN OSTEOPATHIC ASSOCIATION

- 052 ☐ Osteopathic Medicine (OSTEO) — Programs leading to the D.O. degree

AMERICAN PHYSICAL THERAPY ASSOCIATION

- 054 ☐ Physical Therapy (PTAA) — Programs for the physical therapist assistant
053 ☐ Physical Therapy (PTA) — Professional programs for the physical therapist

AMERICAN PODIATRIC MEDICAL ASSOCIATION

- 055 ☐ Podiatry (POD) — Colleges of podiatric medicine, including first-professional and graduate degree programs

AMERICAN PSYCHOLOGICAL ASSOCIATION

- 056 ☐ Clinical Psychology (CLPSY) — Doctoral programs
057 ☐ Counseling Psychology (COPSY) — Doctoral programs
058 ☐ Professional Psychology (IPSY) — Predoctoral internship programs

AMERICAN PSYCHOLOGICAL ASSOCIATION —
Continued

- 059 ☐ Professional/Scientific Psychology (PSPSY) — Doctoral programs
060 ☐ School Psychology (SCPSY) — Doctoral programs

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

- 062 ☐ Audiology (AUD) — Master's degree programs
063 ☐ Speech-Language Pathology (SP) — Master's degree programs

AMERICAN VETERINARY MEDICAL ASSOCIATION

- 065 ☐ Veterinary Medicine (VET) — Colleges of veterinary medicine offering programs leading to a professional degree

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION, INC.

- 066 ☐ Pastoral Education (PAST) — Basic, advanced, and supervisory clinical pastoral education programs

ASSOCIATION OF ADVANCED RABBINICAL AND
TALMUDIC SCHOOLS

- 067 ☐ Rabbinical and Talmudic Education (RABN) — Advanced Rabbinical and Talmudic schools

ASSOCIATION OF COLLEGIATE BUSINESS SCHOOLS
AND PROGRAMS

- 111 ☐ Business (BUAD) — Associate degree programs in business and business-related fields
112 ☐ Business (BUBD) — Baccalaureate degree programs in business and business-related fields
113 ☐ Business (BUMD) — Master's degree programs in business and business-related fields

ASSOCIATION OF THEOLOGICAL SCHOOLS IN THE
UNITED STATES AND CANADA

- 071 ☐ Theology (THEOL) — Freestanding schools, as well as schools affiliated with larger institutions, offering graduate professional education for ministry and graduate study of theology

COMMISSION ON OPTICIANRY ACCREDITATION

- 096 ☐ Opticianry (OPLT) — 1-year programs for the ophthalmic laboratory technician
095 ☐ Opticianry (OPD) — 2-year programs for the ophthalmic dispenser

COUNCIL ON CHIROPRACTIC EDUCATION, THE

- 072 ☐ Chiropractic (CHIRO) — Programs leading to the D.C. degree

COUNCIL ON EDUCATION FOR PUBLIC HEALTH

- 073 ☐ Community Health Education (CHE) — Graduate programs offered outside schools of public health

CONTINUED ON NEXT PAGE

LIST OF NATIONAL INSTITUTIONAL AND SPECIALIZED ACCREDITING BODIES
RECOGNIZED BY THE SECRETARY, U.S. DEPARTMENT OF EDUCATION — Continued

IC-4

Mark (X) all that apply for your institution.

COUNCIL ON EDUCATION FOR PUBLIC HEALTH —
Continued

- ☐ 074 Community Health/Preventive Medicine (CHPM) — Graduate programs offered outside schools of public health
- ☐ 075 Public Health (PH) — Graduate schools of public health

COUNCIL ON NATUROPATHIC MEDICAL EDUCATION

- ☐ 100 Naturopathy (NATUR) — Programs leading to the N.D. or N.M.D. degree

COUNCIL ON OCCUPATIONAL EDUCATION

- ☐ 118 Occupational Education (OCCED) — Occupational education programs (formerly Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools)

DISTANCE EDUCATION AND TRAINING COUNCIL

- ☐ 089 Distance Education and Training (DIST) — Home study schools (including associate, baccalaureate, or master's degree-granting home study schools)

FOUNDATION FOR INTERIOR DESIGN EDUCATION RESEARCH

- ☐ 077 Interior Design (FIDER) — 2-year pre-professional assistant level programs (certificate and associate degree); first professional degree level programs (master's and baccalaureate degrees and 3-year certificate); and postprofessional master's degree programs

MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION

- ☐ 117 Montessori Education (MONTE) — Montessori teacher education programs and institutions

NATIONAL ACCREDITATION COMMISSION FOR SCHOOLS AND COLLEGES OF ACUPUNCTURE AND ORIENTAL MEDICINE

- ☐ 104 Acupuncture (ACUP) — First professional master's degree and professional master's level certificate and diploma programs in acupuncture and oriental medicine

NATIONAL ACCREDITING COMMISSION OF COSMETOLOGY ARTS AND SCIENCES

- ☐ 080 Cosmetology (COSME) — Postsecondary schools and departments

NATIONAL ARCHITECTURAL ACCREDITING BOARD, INC.

- ☐ 081 Architecture (ARCH) — First professional degree programs

NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN

- ☐ 082 Art and Design (ART) — Degree-granting schools and departments and nondegree-granting schools

NATIONAL ASSOCIATION OF SCHOOLS OF DANCE

- ☐ 083 Dance (DANCE) — Institutions and units within institutions offering degree-granting and nondegree-granting programs

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC —
Continued

- ☐ 084 Music (MUS) — Baccalaureate and graduate degree programs
- ☐ 105 Music (MUSA) — Community and junior college programs
- ☐ 106 Music (MUSN) — Nondegree programs

NATIONAL ASSOCIATION OF SCHOOLS OF THEATER

- ☐ 085 Theater (THEA) — Institutions and units within institutions offering degree-granting and/or nondegree-granting programs

NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION

- ☐ 088 Teacher Education (TED) — Baccalaureate and graduate programs for the preparation of teachers and other professional personnel for elementary and secondary schools

NATIONAL ENVIRONMENTAL HEALTH SCIENCE AND PROTECTION ACCREDITING COUNCIL

- ☐ 115 Environment Health Science and Protection (EHSP) — Programs leading to a baccalaureate or higher degree

NATIONAL LEAGUE FOR NURSING, INC.

- ☐ 093 Nursing (PNUR) — Practical nursing programs
- ☐ 090 Nursing (ADNUR) — Associate degree programs
- ☐ 091 Nursing (DNUR) — Diploma programs
- ☐ 092 Nursing (NUR) — Baccalaureate and higher degree programs

TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS

- ☐ 114 Christian Education (CE) — Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees

UNITED STATES CATHOLIC CONFERENCE

- ☐ 101 Pastoral Education (CPE) — Centers/programs, including those that offer clinical pastoral education, that award certificates, baccalaureate, and master's degrees for training for specialized ministries in the Catholic Church

OTHER


NEW YORK STATE BOARD OF REGENTS (A nationally recognized State agency)

- ☐ 110 Accreditation of collegiate degree-granting programs or curriculums offered by institutions of higher education and of credit-bearing certificate and diploma programs offered by degree-granting institutions of higher education

1 ☐ Semester
2 ☐ Quarter
3 ☐ Trimester
4 ☐ Four-One-Four Plan (4-1-4)
5 ☐ Differs by program
6 ☐ Continuous basis (every 2 weeks, monthly, or other period) — *Specify period*

1 ☐ In-State
2 ☐ Out-of-State
3 ☐ Abroad

- 1 ☐ On-campus
- 2 ☐ Correctional facility
- 3 ☐ Local educational agency facility
- 4 ☐ Other government facility
- 5 ☐ Other

1 ☐ Yes — *Mark (X) all that apply.*  a ☐ In States and/or territories
b ☐ Abroad

2 ☐ No

- 1 ☐ No entering freshmen — *SKIP to question 6*
- 2 ☐ High school diploma or its equivalent
- 3 ☐ High school class standing
- 4 ☐ Admissions test scores — *Specify* ↗

		Average score (recentered)
a	<input type="checkbox"/> SAT	
b	<input type="checkbox"/> ACT	
c	<input type="checkbox"/> Other	

5 ☐ Residence

6 ☐ Evidence of ability to benefit from instruction

7 ☐ Age

8 ☐ Score on the Test of English as a Foreign Language (TOEFL) for foreign applicants or an equivalent test

9 ☐ Open admission

10 ☐ Other — *Specify*

6. If your institution grants a bachelor's degree or higher but does not offer a full 4-year program of study at the undergraduate level, how many years of completed college-level work are required for entrance?

Number of years

7. Which of the following selected modes of instruction in credit/noncredit activities does your institution offer?
Mark (X) all that apply.

1 ☐ Work in a program-related setting with pay

2 ☐ Work in a program-related setting without pay

3 ☐ Home study — Specify ☐

a ☐ Correspondence

b ☐ Radio and TV

c ☐ Newspaper

4 ☐ None of the above

8. Which of the following selected student services are offered by your institution?
Mark (X) all that apply.

1 ☐ Remedial services

2 ☐ Academic/career counseling services

3 ☐ Employment services for current students

4 ☐ Placement services for program completers

5 ☐ Assistance for the visually impaired

6 ☐ Assistance for the hearing impaired

7 ☐ Access for the mobility impaired

8 ☐ On-campus day care for children of students

9 ☐ None of the above

9. Does your institution have its own library or are you financially supporting a shared library with another postsecondary education institution?

1 ☐ Has own library

2 ☐ Does not have own library but contributes financial support to a shared library with the following postsecondary institution(s) ☐

UNITID	Name of institution

3 ☐ None of the above

Remarks

1. Is an application fee for admission required by your institution?

Application fee

1 ☐ Yes — *Indicate amount of fee* —————> Undergraduate \$

Graduate \$

2 ☐ No

First Professional . . . \$

2. Does your institution enroll any full-time students?

1 ☐ Yes — *Continue with question 3.*2 ☐ No — *SKIP to question 4, page 13*

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE PROCEEDING.

When reporting student charges information in the following section, please choose the appropriate METHOD(S) OF REPORTING, according to how you answer question 3.

Report charges by PROGRAM, if your institution is organized such that students enter into a particular program, and tuition and fees are assessed based on the program chosen. This method of reporting is particularly relevant to occupational and vocational programs. For example, a 1500 hour cosmetology program may cost \$2,500 for the entire program.

Report by ACADEMIC YEAR, if charges are assessed by credit hour, quarter, semester, trimester, or term. NOTE — These charges must be converted to ACADEMIC YEAR charges.

If your institution uses both methods, that is, for some vocational/occupational programs, charges are assessed by the program, while for academic programs, tuition and fees are charged by semester or term, then report BOTH ways.

- If you report by PROGRAM — *Be sure to complete questions 4 through 6.*
- If you report by ACADEMIC YEAR — *Complete questions 7 through 9.*
- If you report BOTH WAYS — *Complete questions 4 through 9.*

3. Do you charge full-time students by –

- 1 ☐ Credit hour }
 2 ☐ Term } *Provide academic year charges in questions 7–9 as appropriate.*
 3 ☐ Year }

4 ☐ Program (normally measured in contact hours) — *Provide program and tuition information in question 4–6.*

5 ☐ Other — *Specify* ➤

— *Provide charges as specified above using the most appropriate method.*

4. How many programs are offered at your institution?

Specify number _____

Number of programs

5. Does your institution offer any program of at least 300 contact or clock hours, or 6 semester or trimester hours, or 12 quarter hours?

1 ☐ Yes2 ☐ No

6. List the six programs with the LARGEST enrollment at your institution and provide the following information for each program. Report the tuition and fees for the total length of the program. Follow the instructions carefully and refer to the enclosed pamphlet for CIP codes.

TITLE OF PROGRAM	CIP CODE	TUITION AND REQUIRED FEES (For entire program)	TOTAL LENGTH OF PROGRAM (In contact hours)	CURRENT OR MOST RECENT ENROLLMENT	TOTAL NUMBER OF PROGRAM COMPLETERS IN ACADEMIC YEAR 1995-96 (July 1, 1995 – June 30, 1996)

If you report ONLY by program — SKIP to question 10, page 16.

If you report both ways — Continue with question 7.

NOTE

When answering questions 7—11 of Part D, a full academic year refers to the period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a four-one-four plan.

7. List the typical tuition and required fees for a full-time undergraduate student for the FULL 1996-97 ACADEMIC YEAR. — *Do NOT include room and board charges. For reference, we are including the amount you reported last year.*

a. ☐ No full-time undergraduate students — *SKIP to question 8*

b. UNDERGRADUATE STUDENT	AMOUNT	AMOUNT REPORTED FOR 1995-96
(1) In-district	\$	\$
(2) In-State	\$	\$
(3) Out-of-State	\$	\$

- c. What is the typical number of credit hours (or contact hours) taken by a full-time undergraduate student in a full academic year? *Answer in credit hours OR contact hours, but not both. Provide a single figure, NOT a range of hours.*

Credit

Contact

Number of hours

8. List the typical tuition and required fees for a full-time graduate student for the FULL 1996-97 ACADEMIC YEAR. — *Do NOT include room and board charges. For reference, we are including the amount you reported last year.*

a. ☐ No full-time graduate students — *SKIP to question 9*

b. GRADUATE STUDENT	AMOUNT	AMOUNT REPORTED FOR 1995-96
(1) In-district	\$	\$
(2) In-State	\$	\$
(3) Out-of-State	\$	\$

- c. What is the typical number of credit hours taken by a full-time graduate student in a full academic year? *Provide a single figure, NOT a range of hours.* →

Number of credit hours

9. List the typical tuition and required fees for a full-time first-professional student for the FULL 1996-97 ACADEMIC YEAR. — *Do NOT include room and board charges. For reference, we are including the amount you reported last year.*

a. ☐ No full-time first-professional students — *SKIP to question 10*

b. FIRST-PROFESSIONAL STUDENT	AMOUNT	AMOUNT REPORTED FOR 1995-96
(1) Chiropractic (D.C. or D.C.M.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(2) Dentistry (D.D.S. or D.M.D.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$

PLEASE CONTINUE WITH QUESTION 9 ON NEXT PAGE.

9. Continued

b. FIRST-PROFESSIONAL STUDENT — Continued	AMOUNT	AMOUNT REPORTED FOR 1995-96
(3) Medicine (M.D.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(4) Optometry (O.D.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(5) Osteopathic Medicine (D.O.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(6) Pharmacy (Pharm. D.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(7) Podiatry (Pod.D., D.P., or D.P.M.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(8) Veterinary Medicine (D.V.M.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(9) Law (LL.B. or J.D.)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(10) Theology (M.Div., M.H.L., B.D. or Ordination)		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$
(11) Other — <i>Specify</i> <input type="checkbox"/>		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
(a) In-State	\$	\$
(b) Out-of-State	\$	\$

c. What is the typical number of credit hours taken by a full-time first-professional student in a full academic year? *Provide a single figure, NOT a range of hours.* →

Number of credit hours

10. Dormitory facilities, board, and meal plans

a. Do you provide dormitory facilities for your students?

1 ☐ Yes — What is the total dormitory capacity for your institution for the full 1996-97 academic year? _____ →

Dormitory capacity

2 ☐ No

b. Do you provide board or meal plans to your students?

1 ☐ Yes — How many meals per week are included in the board charge (or in the combined room and board charge, if you cannot separate these charges)?*Answer only one of the following.* ↗1 Number of meals per week _____ Number of meals per week reported for 1995-962 ☐ *Mark (X) this box if the number of meals per week can vary (for example, student receives a meal card and charges meals against the card).*2 ☐ No

11. What are the typical room and board charges for a student for the full 1996-97 academic year?

If your institution provides room or board free of charge — *Enter zero.*If your institution does not provide room or board — *Leave the line(s) blank.*

ROOM AND BOARD CHARGES	AMOUNT	AMOUNT REPORTED FOR 1995-96
a. Room charge	\$ _____	\$ _____
b. Board charge	\$ _____	\$ _____
c. Combined room and board charge — (Answer only if you CANNOT SEPARATE room and board charges.)	\$ _____	\$ _____

REMARKS SECTION — *Explain any major differences in student charges from those that were reported last year.* By entering any explanations here, you may eliminate the need for telephone contact at a later date.

Part E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY —
ACADEMIC YEAR 1995-96

IC-4

COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH
Note that the preprinted information (if provided) indicates which data were reported as combined last year.
Verify that the information is correct for the current year. Please make any corrections in RED.

The institution named on this report is including data for other institutions/branches.

- ☐ No
☐ Yes — *Please indicate below, the UNITID (if known), name and address of the institutions for which data are included.*

UNITID	Institution name	Address	City	State	ZIP Code

The data for this institution are reported by another institution.

- ☐ No
☐ Yes — *Please indicate if data are being reported by another institution. Also list the UNITID, name, and address of the reporting institution.*

UNITID	Institution name	Address	City	State	ZIP Code

Part E — ENROLLMENT AND INSTRUCTIONAL ACTIVITY —
ACADEMIC YEAR 1995-96 — Continued

IC-4

NOTE

Part E requests data for academic year 1995-96, unlike Parts A—D and Part F which request data for academic year 1996-97. Please read the definition of credit course in the Glossary before completing this section of the survey form.

NOTE — If this institution's normal reporting practices exclude students enrolled in summer session(s) or extension division/programs, do not include them in your response to questions 1a, b, and c of Part E.

Total activity

1a. How many students were enrolled (total headcount) at your institution on October 15, 1995 (or your institution's official fall reporting date)? *This number should include students taking courses for credit as well as those enrolled in occupational and vocational programs.* (NCES may have completed this question for you.) →

Total headcount of
students enrolled on
October 15, 1995

1b. How many students were enrolled (UNDUPLICATED count) during the 12-month period of July 1, 1995 through June 30, 1996? This number should include all students enrolled for credit as well as those enrolled in occupational and vocational programs. *Include all students reported in question 1a above plus all other students enrolled during the 12-month period.* If another 12-month period is used, indicate the start date of the period. →

Month	Day	Year

LEVEL OF ENROLLMENT	TOTAL UNDUPLICATED COUNT
(1) Undergraduate level students enrolled in 12-month period	
(2) Graduate level students enrolled in 12-month period	
(3) First-Professional level students enrolled in 12-month period	

REMARKS SECTION — *Explain any major differences in student counts from those that were reported last year.* By entering any explanations here, you may eliminate the need for telephone contact at a later date.

1. Is this institution now eligible to participate in Title IV Financial Aid programs?

- 1 ☐ Yes — *If known, please provide your institution's OPE (Office of Postsecondary Education) number in the space below. It can be found on the letter from OPE confirming your institution's eligibility for Title IV financial aid.*

--	--	--	--	--	--	--	--

Also, mark (X) appropriate box to indicate type of ID number.

- ☐ Pell
☐ Stafford
☐ Other

- 2 ☐ No

2. In which of the following Federal student financial aid programs is this institution eligible to participate? *Mark (X) all that apply for the current academic year.*

- | | |
|--|--|
| 1 <input type="checkbox"/> Veterans Administration Educational Benefits (VA) | 6 <input type="checkbox"/> Perkins Loan (formerly National Direct Student Loan (NDSL)) |
| 2 <input type="checkbox"/> Pell Grants | 7 <input type="checkbox"/> Health Education Assistance Loan (HEAL) |
| 3 <input type="checkbox"/> Supplementary Education Opportunity Grants (SEOG) | 8 <input type="checkbox"/> Other Federal student financial aid programs |
| 4 <input type="checkbox"/> Stafford Loans (formerly GSL) | 9 <input type="checkbox"/> Not eligible for any of the above |
| 5 <input type="checkbox"/> College Work Study Program (CWS) | |

3. Does this institution offer instruction through the Job Training Partnership Act (JTPA)? *Mark (X) only one.*

- 1 ☐ Yes
 2 ☐ No
 3 ☐ Do not know

4. How many full-time staff are employed at this institution?

- 1 ☐ Less than 15
 2 ☐ 15 or more

Remarks

GENERAL INSTRUCTIONS — IC-4

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

NOTE — The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094 (a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

INSTITUTIONAL IDENTIFICATION

Mail To — In this block, please provide the address to which IPEDS forms should be mailed. This address can be the physical location of the school or it may be the address of a central, system, or corporate office, or other branch campus located elsewhere.

Institution name and address — This is the full name of the institution covered by this report and the physical location of the institution, including 9-digit ZIP Code (if known), as it should appear in an institutional listing.

Employer ID number — Enter the Employer Identification Number (EIN) which is the 9-digit number that the Internal Revenue Service (IRS) assigned to the institution for tax purposes.

Name and title of chief administrator of institution — Provide the name and title of the chief administrator of the entity covered by this report. (Example: President, Chancellor, Provost, etc.)

Telephone numbers — These are the telephone numbers for general information inquiries, the Financial Aid Office, and the Admissions Office.

Respondent — Enter the name and telephone number of the person responsible for completing this report.

County or city location of institution and Congressional District — Provide the name of the county or independent city in which your entity is located and the Congressional District number.

PART A — TYPES OF EDUCATIONAL OFFERINGS

These questions are asked to verify the inclusion of this institution on the NCES/IPEDS list of institutions and agencies offering all types of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

PART B — ORGANIZATION AND ACCREDITATION

1. If this entity (institution or administrative unit) will complete any IPEDS survey forms for other institutions or branches, provide the information requested in this item. If this entity is an institution of postsecondary education, or branch of such an institution, also complete the rest of the survey. If this entity is an administrative unit only, stop after completing page 5. All entities should return the completed survey to the address shown on page 1.
2. Institutional control or affiliation — Indicate the appropriate form of control or affiliation under which the institution operates. Affiliation with a religious group need not imply financial backing. Mark the appropriate religious affiliation. If the religious affiliation is Protestant or Other, specify the denomination. If more than one response is appropriate, mark all that apply, but do not indicate both public and private, or both profit making and nonprofit.

3. Award levels — Check all applicable levels for all credit programs offered at this institution. Award levels are identified on the basis of either recognition for their completion, or duration, or a combination thereof.

Boxes (1), (2), and (4) — Note that these categories are differentiated on the basis of length of programs and refer to completions below the level of the baccalaureate degree. Do not designate the categories on the basis of the terminology used by the institution to describe these completions. All references to length of study should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 years refers to the number of credits or the course load that would normally be completed by a full-time student attending within the stated time periods. One academic year equals 30 semester credit hours or its equivalent, or 900 contact or clock hours of instruction.

Boxes (3), (5), (7), (9), and (10) indicate those degree levels for which the institution is authorized to make formal awards.

Boxes (6), (8), and (11) indicate programs for which the institution offers formal recognition at these levels. Examples might be additional credit hours needed to complete licensure requirements; refresher courses in any technical or professional area; certificates of competency (for example in performing arts); or advanced work that does NOT meet the requirements of the next higher degree but constitutes an organized program of study and is recognized by the institution.

Administrative unit — An administrative unit is the office in a multi-campus environment responsible for the completion of the IPEDS survey forms for the campuses (main and branch) of the school. An administrative unit conducts no classes. The administrative office for a one-campus school is not considered an administrative unit for IPEDS reporting purposes. If this entity, as named on page 1, box 1, is an administrative unit only, stop after completing all of page 5, and return the completed survey to the address shown on page 1.

4. Two-year provision — Indicate whether this institution has been offering postsecondary instruction on a continuous basis for at least 2 years (except for normal vacation periods). A change in name or ownership of the institution during this 2-year period is not relevant in answering this question.
5. Institutional accreditation — Indicate the types of agencies which accredit this institution.
6. Regional accreditation — Please indicate which regional association accredits your institution.
7. National institutional or specialized accreditation — If this institution or any of its programs, departments, or schools is currently accredited by any of the national institutional or specialized accrediting agencies recognized by the Secretary, U.S. Department of Education (Higher Education and Occupational/Vocational Institution Eligibility Agencies) which are listed on pages 7—9, mark the appropriate box(es) for all that apply.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – IC-4 — Continued

PART C — CALENDAR, ADMISSION REQUIREMENTS, AND SERVICES

1. Calendar system — Indicate the predominant calendar on which the institution operates. If courses or programs are offered on more than one calendar, select the system under which most courses or programs are offered. If there is no predominant calendar system at this institution, mark (X) box 5, 6, or 7, as appropriate.
2. Location of course instruction — Indicate all locations where credit/noncredit courses are offered. The intent of this item is to identify geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.
3. Types of facilities used for course instruction — Indicate all of the types of facilities at which credit/noncredit course instruction is offered. Do not include facilities such as rented space on or adjacent to primary campuses.
4. Course instruction at military installations — Indicate whether your institution offers credit courses at military installations in States and territories and/or abroad.
5. Admission requirements — This item refers to credit programs only. Mark the types of information that are used as part of the selection process for students entering your institution.
6. Further admission requirements — This item refers to institutions that limit entrance to students who have completed certain academic requirements. Indicate the level of completions required.
7. Modes of instruction — For credit/noncredit activities, indicate from the choices listed all of the types of instructional delivery that are employed by the institution at any of its locations. This list is not intended to be exhaustive, and omits the more traditional instructional modes.
Work in a job-related setting with pay could include programs in which substantial periods of academic study alternate with work for pay in industries and occupations which are the objectives of the program. It could also include employment held simultaneously with instruction if the employment was considered an integral part of the program. Include research and teaching assistantships here.
Work in a job-related setting without pay could include student/practice teaching or unpaid internships.
8. Selected student services — Indicate which of the selected services are provided for students at the institution. Mark "remedial services" if the institution has either required or voluntary activities designed to raise basic achievement levels or to improve basic skills. Include day care if the service is available, whether or not enrollees are charged a fee.
9. Library — Indicate whether this institution has its own library, shares a library, or has no facility.

PART D — STUDENT CHARGES AND PROGRAM OFFERINGS

1. Application fee — If your institution charges an application fee for admission, indicate the amount.
2. Enrollment of full-time students — Indicate if your institution enrolls any students on a full-time basis. If not, go to question 4 of Part D.
3. Basis for charging full-time students — Indicate the method by which full-time students most frequently are charged.

When reporting student charges information in these questions, please choose the appropriate METHOD(S) OF REPORTING, according to how you answered question 3. Report charges BY PROGRAM, if your institution is organized such that students enter into a particular program

and tuition and fees are assessed based on the program chosen. This method of reporting is particularly relevant to occupational and vocational programs. For example, a 1500 clock hour cosmetology program may cost \$2,500 for the entire program. Or report by ACADEMIC YEAR, if charges are assessed by credit hour, quarter, semester, trimester, or term. NOTE — These charges must be converted to ACADEMIC YEAR CHARGES.

If your institution uses both methods, that is, for some vocational/occupational programs, charges are assessed by the program, while for academic programs, tuition and fees are charged by semester or term, then report BOTH ways.

4. Number of programs — Provide the total number of programs that your institution offers.
5. Length of programs — Indicate whether your institution offers programs that are at least 300 contact hours or clock hours, or 6 semester or trimester hours, or 12 quarter hours.
6. Largest programs — Provide the title, Classification of Instructional Program (CIP) code, in-State tuition and required fees for the total program, the total length of the program in contact hours, current or most recent enrollment, and the number of students who completed the program in the previous school year (July 1, 1995—June 30, 1996).
 - Enter the title of the program as designated by your institution.
 - Refer to the enclosed NCES publication, the 1990 version of the Classification of Instructional Programs (CIP). Match your program title as closely as possible with a program listed in this publication. Enter the corresponding 6-digit code in the appropriate space.
 - Enter the total in-State tuition and required fees charged for the total length of the program.
 - Report the total length of the program measured in contact or clock hours.
 - Report current or most recent enrollment in the program.
 - Report the number of students who completed program in the previous year (July 1, 1995—June 30, 1996).
7. and 8. — Typical tuition and required fees for undergraduate and graduate students — Enter in the spaces provided the dollar amount of tuition and required fees for an academic year most frequently charged to each of the types of full-time students indicated. NOTE — If tuition is charged on a per credit hour basis, multiply the charge per credit hour by the number of hours that would normally be required per academic year to complete a degree or program at the level indicated and add the typical required fees.

Undergraduate students include: (1) those who have not obtained a bachelor's degree; (2) all students in bachelor's degree programs which require at least 4 years but fewer than 6 years of college work; and (3) all students in occupational or general study programs requiring 1, 2, or 3 years of college work and which are designed to prepare students for immediate employment, or to provide general education rather than as the first 1, 2, or 3 years of a bachelor's degree program.

Graduate students are those who have attained at least one standard bachelor's degree or first-professional degree and are or could be candidates for Master's or Doctor's degrees. Do not include candidates for the degrees of D.P.M., D.D.S., D.M.D., M.D., O.D., D.O., D.V.M., L.L.B., J.D., B.D., or other first-professional degrees; see question 9.

In 7c, enter the typical number of credit (or contact) hours taken by a full-time undergraduate student in a full academic year. Answer in credit hours or contact hours, but not both. Provide a single figure, not a range of hours. In 8c, enter the typical number of credit hours taken by a full-time graduate student in a full academic year.

GENERAL INSTRUCTIONS – IC-4 — Continued

9. Tuition and required fees for first-professional programs — Enter in the spaces provided, the dollar amount of in-State and out-of-State tuition and required fees for an academic year charged to full-time students in each of the first-professional programs offered at this institution, or mark (X) box 9a if you have no full-time first-professional students.

In 9c, enter the typical number of credit hours taken by a full-time, first-professional student in a full academic year. Provide a single figure, not a range of hours.

10. and 11. – Typical room and board charges — Mark (X) the appropriate boxes in questions 10a and 10b to indicate if this institution provides room and board to students. Report the total dormitory capacity (number of students) for an academic year in 10a, if applicable. Report the number of meals per week covered by the board charge in 10b, if applicable. If there is not a fixed number of meals per week covered by the board charge, mark (x) the box provided for this purpose in 10b instead.

Report the typical room charge (for an academic year) to a full-time student sharing a room with one other student in 11a, if applicable. Report the typical board charge (for an academic year) to a full-time student in 11b, if applicable. DO NOT report the total of 11a and 11b in 11c.

If this institution assesses a combined charge for room and board, report these charges separately in 11a and 11b if possible. If the room and board charge CANNOT BE SEPARATED, report the combined charge in 11c.

PART E — ENROLLMENT

NOTE — Part E requests data for academic year 1995–96, unlike Parts A–D and Part F which request data for academic year 1996–97. Please read the definition of credit course in the glossary before completing this section of the survey form.

Total activity

- 1a. Fall enrollment — Report the total number of students enrolled for credit at your institution on or about October 15, 1995. This number should include only students taking courses for credit as well as those enrolled in occupational and vocational programs.
- 1b. Unduplicated headcount during 12-month period
- Coverage — Institutions should report an unduplicated count of the total number of students enrolled during the reporting period in any courses leading to a degree or other formal award AND any students enrolled in courses that are part of a terminal vocational or occupational program. DO NOT report students whose only credit was at a branch campus in a foreign country.
- How to report unduplicated headcount —
- In order to determine an unduplicated number of students enrolled, count each student only once during the 12-month period. For example, if a student enrolls in the fall term, drops out in winter, but enrolls again in spring, count that student once.

PART F — ADDITIONAL INFORMATION

1. Eligibility for Title IV programs — Indicate whether or not students attending your institution are eligible for funding through Title IV programs (e.g., Pell, Stafford, etc.). If you know your institution's OPE (Office of Postsecondary Education) identification number, please enter it in the space provided.
2. Eligibility for Federal programs — Indicate for which of these Federal programs the institution is eligible. This list is not intended to be exhaustive.
3. Job Training Partnership Act — Indicate whether this institution offers instruction through the Job Training Partnership Act (JTPA).
4. Full-time staff — Indicate how many persons are employed full time at your institution according to the categories shown.

GLOSSARY INSTITUTIONAL CHARACTERISTICS – IC-4

ABROAD — Any geographic location not in the aggregate United States, which includes the 50 States, the District of Columbia, and the outlying areas.

ACADEMIC PROGRAM — Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

ACADEMIC YEAR — The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan.

ACCREDITING AGENCIES — Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.

ADMINISTRATIVE UNIT — The administrative office in a multi-campus environment. This may also apply to the parent or lead campus in a system with one or more branch campuses.

ADMISSIONS TEST SCORES — Scores on standardized admissions tests or special admissions tests.

ADULT BASIC EDUCATION — Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school degree, nor are they part of any academic, occupational, or vocational program.

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

AVOCATIONAL PROGRAMS — Instructional programs in personal interest and leisure categories whose expressed intent is NOT to produce postsecondary credits, nor to lead to a formal award or an academic degree, nor result in occupationally specific skills.

BACHELOR'S DEGREE — An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK STUDY PLAN) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also, includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

BOARD CHARGES — The charge for an academic year for meals, for a specified number of days per week.

BRANCH INSTITUTION — A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS – IC-4

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program.

CHIEF ADMINISTRATOR — The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution or that component of an organization that conducts postsecondary education and may report to a governing board.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

CLOCK HOUR — *See definition for contact hour.*

COLLEGE WORK STUDY PROGRAM (CWS) — (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.) Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students.

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour.

CONTINUING PROFESSIONAL EDUCATION — Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry or social work) to obtain additional training in their particular field of study.

CORRESPONDENCE — Method of instruction with students receiving structured units of information and accompanying material completely through the mail.

COUNSELING SERVICE — Activities designed to assist students in making plans and decisions related to their education, career, or personal development.

CREDIT — Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

CREDIT HOUR — A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award.

DAY CARE SERVICE — A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs.

DEGREE — An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies.

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies.

DOCTOR'S DEGREE — The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of

Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

DORMITORY CAPACITY — The maximum number of students that the institution can provide dormitory housing facilities for, whether on or off campus.

EMPLOYMENT SERVICES FOR CURRENT STUDENTS — Activities intended to assist students in obtaining part-time employment as a means for defraying part of the cost of their education.

FALL TERM — That part of the academic year that begins between late August and November 1.

FIRST-PROFESSIONAL CERTIFICATE (POST- DEGREE) — An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty.

FIRST-PROFESSIONAL DEGREE — An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession, (2) at least 2 years of college work prior to entering the program, and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

First-professional degrees may be awarded in the following ten fields —

- | | |
|---------------------------------|---|
| • Chiropractic (D.C. or D.C.M.) | • Podiatry (D.P.M., D.P., Pod.D.) |
| • Dentistry (D.D.S. or D.M.D.) | |
| • Medicine (M.D.) | • Veterinary Medicine (D.V.M.) |
| • Optometry (O.D.) | • Law (L.L.B., J.D.) |
| • Osteopathic Medicine (D.O.) | • Theology (M. Div., M.H.L., B.D., or Ordination) |
| • Pharmacy (Pharm. D.) | |

FOUR-ONE-FOUR PLAN — The 4-1-4 calendar consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session.

FULL-TIME STAFF — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full-time. Includes faculty on sabbatical leave, and persons who are on leave but remain on the payroll.

FULL-TIME STUDENT —

- Undergraduate — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- Graduate — A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or students involved in thesis or dissertation preparation that are considered full time by the institution.
- First-Professional — As defined by the institution.

GRADUATE STUDENT — A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS – IC-4

HEALTH EDUCATION ASSISTANCE LOAN (HEAL) — Federally insured loans to students attending eligible health professions schools. Section 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program.

HEARING IMPAIRED — Any person whose hearing loss is sufficiently severe to adversely affect their educational performance.

HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT — A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination.

HOME STUDY — Method of instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation, grade assignment, and the awarding of credit.

IN-DISTRICT STUDENT — A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution.

IN-STATE STUDENT — A student who is a legal resident of the State in which he/she attends school.

INSTITUTIONAL SYSTEM — Two or more institutions of higher education under the control or supervision of a single administrative body.

JOB TRAINING PARTNERSHIP ACT (JTPA) — Legislation effective beginning Federal Fiscal Year 1984, enabling Private Industry Councils (PICs) in service areas defined within each state to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served.

LIBRARY — An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center.

LOCAL EDUCATION AGENCY (LEA) — A public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for public elementary or secondary schools in (1) a city, county, township, school district, or other political subdivision of a State, (2) such combination of school districts or counties a State recognizes as an administrative agency for its public elementary or secondary schools, (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school, and (4) any other public institution or agency that has administrative control and direction of a vocational education program.

MASTER'S DEGREE — An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

MILITARY INSTALLATIONS — One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, including Reserves and National Guard.

MOBILITY IMPAIRED — Any person who must use a standard manual or electric wheelchair or other assistive device to move from place to place, or any person who otherwise finds stairs and other similar physical features impediments to movement.

NATIONAL INSTITUTIONAL ACCREDITATION — Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies.

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

OCCUPATIONAL PROGRAM — A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.

OFF-CAMPUS FACILITY — A teaching facility located some distance away from the educational institution which operates it.

OPE ID. — Identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix which is used to identify branches, additional locations, and other entities that are part of the eligible institution.

OPEN ADMISSION — Admission policy whereby the school will accept any student who applies.

OUT-OF-STATE STUDENT — A student who is not a legal resident of the state in which he/she attends school.

PART-TIME STUDENT

- **Undergraduate** — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week each term.
- **Graduate** — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less.

PELL GRANT PROGRAM — (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses.

PERKINS LOAN PROGRAM (FORMERLY NATIONAL DIRECT STUDENT LOANS) — (Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses.

PLACEMENT SERVICES FOR PROGRAM COMPLETERS — Assistance for students in evaluating their career alternatives as well as in obtaining full-time employment upon leaving the institution.

POSTBACCALAUREATE CERTIFICATE — An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master.

POSTBACCALAUREATE STUDENT — A student with a bachelor's degree, who is enrolled in graduate or first-professional courses.

GLOSSARY — Continued

INSTITUTIONAL CHARACTERISTICS – IC-4

POST-MASTERS CERTIFICATE — An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full-time.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours.

POSTSECONDARY EDUCATION — The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocation and adult basic education programs.

PREDOMINANT CALENDAR SYSTEM — The method by which an institution structures most of its courses for the academic year.

PRIVATE FOR- PROFIT (PROFIT-MAKING) INSTITUTION — A private institution in which the individual(s) or agency in control receives compensation other than wages, rent or other expenses for the assumption of risk.

PRIVATE INSTITUTION — An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials.

PRIVATE NONPROFIT INSTITUTION — A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and those affiliated with a religious organization.

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

PUBLIC INSTITUTION — An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

QUARTER CALENDAR SYSTEM — A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer.

REMEDIAL SERVICES — Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

RESIDENCE — A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.

ROOM CHARGES — The charges for an academic year for rooming accommodations of a typical student sharing a room with one other student.

SHARED LIBRARY — A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor.

SPECIALIZED ACCREDITATION — Specialized accreditation normally applies to evaluation of programs, departments or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies do accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.

SPECIAL ADMISSIONS TESTS — Tests prepared by or for a particular institution, or State (for State institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies.

STAFFORD LOANS (FORMERLY GUARANTEED STUDENT LOANS) — (Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, graduate and first-professional students at eligible postsecondary institutions.

STANDARDIZED ADMISSIONS TESTS — Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG) — (Higher Education Act of 1965, as amended, Title IV, Part 2, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) — Standardized test designed to determine an applicant's ability to benefit from instruction in English.

TRIMESTER CALENDAR SYSTEM — An academic year consisting of 3 terms of about 15 weeks each.

GLOSSARY — Continued
INSTITUTIONAL CHARACTERISTICS – IC-4

TUITION AND REQUIRED FEES —

- Tuition — Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
- Required fees — Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is an exception.

12-MONTH PERIOD — The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among all IPEDS surveys and from year-to-year.

UNDERGRADUATE — A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate.

UNDUPLICATED COUNT — The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled.

UNITID CODE — Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).

VETERANS ADMINISTRATION EDUCATION BENEFITS (VA) — Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving spouse and children, discharged veterans, and active military personnel in special programs.

VISUALLY IMPAIRED — Any person whose sight loss is sufficiently severe and not correctable, and adversely affects educational performance.

FORM IPEDS-F1A-TEST
(9-3-96)

NOTE - The completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Section 404(a).

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS*For more information about this form, please contact
Christina Briseno at the Bureau of the Census, 1-800-622-6193.*

Date due: January 15, 1997

INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEMFINANCE SURVEY - Pretest
Fiscal Year 1996For a Sample of
Private, Nonprofit Institutions

Date due: January 15, 1997

1. Name of respondent

2. Title of respondent

3. Telephone (Area code, number, extension)

Please correct any errors in the name, address, and ZIP Code.

RETURN TO

4. FAX number

5. E-Mail address

PURPOSE OF THE SURVEY

As a result of changes in accounting and financial reporting standards issued by the Financial Accounting Standards Board (FASB), it is necessary to change the IPEDS Form F1A. The National Center for Education Statistics (NCES), with the advice of the National Association of College and University Business Officers (NACUBO), has developed a form designed to collect important financial information which is consistent with FASB standards. The items recommended for collection are included in this form. The pretest survey will:

- Ensure that respondents can provide the information recommended for inclusion in the new IPEDS Finance Survey.
- Determine the burden imposed on institutions in providing the financial data.
- Ensure that the format, instructions, and definitions are clear and can be followed.

*PLEASE COMPLETE THE FISCAL YEAR INFORMATION BELOW AND REFER TO
THE INSTRUCTIONS AT THE BACK OF THIS FORM*

This report covers financial activity for the 12-month fiscal year beginning

_____, 199__ and ending _____, 199__.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0852. The time required to complete this information collection is estimated to average 3 hours, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics
555 New Jersey Avenue, NW
Washington, DC 20208

Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

Part A – STATEMENT OF FINANCIAL POSITION

F1A-TEST

Line No.	Assets	Amount (whole dollars)
A01	Cash and cash equivalents <i>(From AA06)</i>	\$
A02	Temporary investments	
A03	Accounts receivable (Net)	
A04	Government appropriations receivable	
A05	Accrued investment income receivable	
A06	Contributions receivable (Net)	
A07	Inventories	
A08	Prepaid expenses and deferred charges	
A09	Loans receivable (Net)	
A10	Long-term investment <i>(From AB05)</i>	
A11	Land, buildings, equipment (Net)	
A12	Other assets <i>(From AC07)</i>	
A13	TOTAL ASSETS <i>(Sum A01—A12)</i>	\$
Line No.	Liabilities	Amount (whole dollars)
A14	Accounts payable	\$
A15	Deferred revenues and refundable advances	
A16	Accrued liabilities	
A17	Amounts held on behalf of others	
A18	Long-term debt	
A19	Government grants refundable (Long-term)	
A20	Other liabilities <i>(From AD07)</i>	
A21	TOTAL LIABILITIES <i>(Sum A14—A20)</i>	\$
Line No.	Net Assets (Equity)	Amount (whole dollars)
A22	Unrestricted – Undesignated	\$
A23	Unrestricted – Designated	
A24	Unrestricted – Net investment in land, buildings, equipment	
A25	TOTAL UNRESTRICTED <i>(Sum A22—A24)</i>	\$

Part A – STATEMENT OF FINANCIAL POSITION – Continued					F1A-TEST
Line No.	Net Assets (Equity) – Continued				Amount (whole dollars)
A26	Restricted				\$
A27	TOTAL NET ASSETS (Sum A25 and A26)				
A28	TOTAL LIABILITIES AND NET ASSETS (Sum A21 and A27) This line should equal the TOTAL on line A13.				\$
Part A – SCHEDULES					
Line No.	Cash and Cash Equivalents (Schedule AA) List amounts only if included in A01				Amount (whole dollars)
AA01	Cash held for loan programs				\$
AA02	Cash held for endowment investment				
AA03	Cash held for investment in buildings				
AA04	Cash held for operating purposes				
AA05	Cash and cash equivalents held for other nonoperating purposes				
AA06	TOTAL (Sum AA01—AA05; balance to line A01)				\$
Line No.	Long-Term Investments (Schedule AB) Mark (X) M = Market value; B = Book value; O = Other				Amount (whole dollars)
		M	B	O	
AB01	Marketable equity and debt securities				\$
AB02	Other long-term investment assets (Itemize):				
AB03					
AB04					
AB05	TOTAL (Sum AB01—AB04; balance to line A10)				\$
Line No.	Other Assets (Schedule AC) (Itemize)				Amount (whole dollars)
AC01					\$
AC02					
AC03					
AC04					
AC05					
AC06					
AC07	TOTAL (Sum AC01—AC06; balance to line A12)				\$

Part A – SCHEDULES – Continued

F1A-TEST

Line No.	Other Liabilities (Schedule AD) (Itemize)	Amount (whole dollars)
AD01		\$
AD02		
AD03		
AD04		
AD05		
AD06		
AD07	TOTAL (Sum AD01—AD06; balance to line A20)	\$

Part B – REVENUES

Line No.	Source of funds	Amount (whole dollars)		
		TOTAL (1)	Operating purposes (2)	Non-operating purposes (3)
B01	Net tuition and fees (From BA09)	\$	\$	\$
GOVERNMENT APPROPRIATIONS				
B02	Federal appropriations			
B03	Through State channels \$			
B04	State appropriations			
B05	Local appropriations			
GOVERNMENT GIFTS, GRANTS, AND CONTRACTS				
B06	Federal gifts, grants, and contracts			
B07	State gifts, grants, and contracts			
B08	Local gifts, grants, and contracts			
PRIVATE GIFTS, GRANTS, CONTRACTS, AND CONTRIBUTIONS				
B09	Private gifts, grants, and contracts			
B10	Contributions from affiliated entities			
INVESTMENT INCOME				
B11	Income from long-term investments			
B12	Net realized gains (losses) on investments			
B13	Net unrealized gains (losses) on investments			
B14	Other investment income			

Part B – REVENUES – Continued				F1A-TEST
Line No.	Source of funds	Amount (whole dollars)		
		TOTAL (1)	Operating purposes (2)	Non-operating purposes (3)
OTHER REVENUE				
B15	Sales and services of educational activities	\$	\$	\$
B16	Sales and services of auxiliary enterprises			
B17	Hospital revenue <i>(From BB08)</i>			
B18	Independent operations revenue			
B19	Other revenue or gains not reported above <i>(From BC08)</i>			
B20	TOTAL REVENUES AND GAINS <i>(Sum B01, B02, B04—B19)</i>	\$	\$	\$
Part B – SCHEDULES				
Line No.	Net Tuition and Fees (Schedule BA)	Amount (whole dollars)		
		TOTAL (1)	Operating purposes (2)	Non-operating purposes (3)
BA01	Tuition and fees (Gross)	\$	\$	\$
DEDUCTIONS				
BA02	PELL grants <i>(Include here if classified as grant revenue. See Line BA10)</i>			
BA03	Other federal grants			
BA04	State grants			
BA05	Private grants			
BA06	Institutional grants (funded)			
BA07	Institutional grants (unfunded, tuition fees waived)			
BA08	TOTAL DEDUCTIONS <i>(Sum BA02—BA07)</i>	\$	\$	\$
BA09	TOTAL NET TUITION AND FEES <i>(Line BA01 minus line BA08; balance to line B01)</i>	\$	\$	\$
BA10	PELL grants <i>(Include here if classified as nongrant revenue from external parties, such as students, parents, etc. Do not deduct from tuition/fees.)</i>	\$	\$	\$
BA11	State grants <i>(Include here if classified as nongrant revenue from external parties. Do not deduct from tuition/fees.)</i>			

Part B – SCHEDULES – Continued				F1A-TEST
Line No.	Hospitals Statement of Activity – Revenues by Source (Schedule BB)	Amount (whole dollars)		
		TOTAL (1)	Operating purposes (2)	Non-operating purposes (3)
BB01	Federal appropriations	\$	\$	\$
BB02	State appropriations			
BB03	Local appropriations			
BB04	Sales and services			
BB05	Gifts, grants, and contracts			
BB06	Investment income including investment gains and losses			
BB07	Other sources			
BB08	TOTAL (Sum BB01—BB07; balance to line B17)	\$	\$	\$
Line No.	Other Revenues or Gains Statement of Activity – Revenues by Source (Schedule BC) (Itemize)	TOTAL (1)	Operating purposes (2)	Non-operating purposes (3)
BC01		\$	\$	\$
BC02				
BC03				
BC04				
BC05				
BC06				
BC07				
BC08	TOTAL (Sum BC01—BC07; balance to line B19)			
Notes				

Part C – EXPENSES BY FUNCTION, LOSSES AND OTHER CHANGES

F1A-TEST

Item	Line No.	Amount (whole dollars)		
		ENTITY TOTAL (Sum 2—7) (1)	Salaries and wages (2)	Benefits (3)
Instruction	C01	\$	\$	\$
Research	C02			
Public service	C03			
Academic support	C04			
Student services	C05			
Institutional support	C06			
Auxiliary enterprises	C07			
Scholarships and fellowships	C08			
Hospital services	C09			
Independent operations	C10			
Operation and maintenance of buildings*	C11			
TOTAL PROGRAM EXPENSES (Sum C01—C11)	C12			
Adjustment for allocated O/M of buildings**	C13	Ø		
Adjusted total program expense (Sum C12 and C13)	C14			
Actuarial adjustment (loss) on annuity and other trust obligations	C15			
Losses, extraordinary items, other changes	C16			
TOTAL EXPENSES AND LOSSES (Sum C14, C15, and C16)	C17			

*Line C11 should be completed only if the cost of operation and maintenance has NOT been allocated to other functional categories in your general purpose financial statements. If operation and maintenance costs have been allocated by function, report in column 4. (Column 4 is NOT used if you have NOT allocated O/M costs to other functional categories.)

**Line C13 should be completed only if the cost of operation and maintenance has been allocated to other functional categories in your general purpose financial statements. Use line C13 to display the O/M expense in column 4 by the objects listed in columns 2, 3, 5, 6, and 7.

Refer to the instructions for more information.

Part C – EXPENSES BY FUNCTION, LOSSES AND OTHER CHANGES – Continued

F1A-TEST

Amount (whole dollars)

Line No.	O/M of Buildings* (4)	Depreciation (5)	Interest (6)	All other (7)	Current expenditures for buildings and equipment (8)
C01	\$	\$	\$	\$	\$
C02					
C03					
C04					
C05					
C06					
C07					
C08					
C09					
C10					
C11					
C12					
C13	()				
C14	Ø				
C15					
C16					
C17					

NOTES

Part D – SUMMARY OF REVENUES, GAINS, EXPENSES AND LOSSES
F1A-TEST

Line No.	Item	TOTAL AMOUNT (whole dollars)
D01	Total revenues and gains (from Part B, line B20, column 1)	\$
D02	Total expenses and losses (from Part C, line C17, column 1)	
D03	Excess of revenues, gains over expenses (D01 minus D02)	
D04	Adjustments to beginning net assets balance (from DA06)	
D05	Net assets (equity) beginning of the year	
D06	Net assets (equity) end of the year (This amount should equal BOTH the amount entered on line A27 AND the sum of lines D03, D04, and D05.)	
Line No.	Adjustments to beginning net asset balance (Schedule DA) (Itemize)	TOTAL AMOUNT (whole dollars)
DA01		\$
DA02		
DA03		
DA04		
DA05		
DA06	TOTAL ADJUSTMENTS (Sum DA01—DA05; balance to line D04)	\$

Part E – SUPPLEMENTAL INFORMATION

1. Has your institution implemented entity-wide financial accounting on an economic change basis as required by Statement 117 from the Financial Accounting Standards Board (FASB)?

- 1 ☐ Yes

2 ☐ No

3 ☐ Partly – Please explain ↴

2. Is the Statement of Financial Position information requested in Part A readily available on an institution basis?

- 1 ☐ Yes

2 ☐ No – Please explain ↴

Part E – SUPPLEMENTAL INFORMATION – Continued

F1A-TEST

Item	Amount (whole dollars)
3. Contributions receivable – <i>Please identify the amount of contributions receivable due in:</i>	
a. Less than one year	\$
b. One to five years	
c. More than five years	
d. TOTAL (Sum of a, b, and c should match amount on Part A, line A06)	\$
e. <i>Indicate the basis used for determination of the net contributions receivable above and the amount of the allowance for uncollectibles</i> ↘	
4. Land, buildings and equipment	
a. <i>Summarize significant accounting principles of your institution's capitalization policy</i> ↘	
b. Asset balances –	
(1) Land	\$
(2) Buildings	
(3) Equipment	
(4) Other – <i>Specify</i>	
c. Accumulated depreciation – <i>Enter for each major class of land and equipment.</i>	
(1) Buildings	\$
(2) Equipment	
(3) Other	
(4) TOTAL DEPRECIATION	\$

Item	Method	Amount (whole dollars)
4. Land, buildings and equipment – Continued		
d. Annual depreciation – <i>Enter method and amount for each class of land and equipment.</i>		
(1) Buildings		\$
(2) Equipment		
(3) Other		
(4) TOTAL ANNUAL DEPRECIATION		\$
5. Restricted net assets – <i>Indicate the amount of net assets at the end of the fiscal year by type of restriction.</i>	Amount (whole dollars)	
	Temporary	Permanent
a. For operating purposes	\$	\$
b. For buildings and equipment		
c. For long-term investment		
d. Subject to annuity trust agreements		
e. Other		
f. TOTAL RESTRICTED NET ASSETS (<i>Sum of a–e should match amount on Part A, line A26</i>)	\$	\$
6. Investments – <i>Disclose the composition on investment return for:</i>		
a. Investment income		\$
b. Net realized gains and losses on assets reported other than at fair value.		
c. Net gains and losses on investment assets reported at fair value		
d. TOTAL return on investment (<i>Sum of a, b, and c should match amounts on Part B, lines B11, B12, and B13</i>)		\$
7. Methods of expense allocation – <i>Describe the method used for allocating the following to the expense function categories in Part C.</i>		
Depreciation		
Maintenance and operation of buildings (if allocated to expense functions in the General Purpose Financial Statements)		

Interest expense

Number of person-hours

--	--

1 ☐ Yes

² ☐ No – Indicate which items were not consistent ↗

[illegible]

GENERAL INSTRUCTIONS – F1A-TEST

Please respond to each item on this report in the space provided. The asset, liability and equity classifications (Part A), the categories of revenues and gains (Part B), and the expense functions and object classifications (Part C) are designed to be consistent with general purpose financial statements based on an entity-wide measurement focus reporting economic changes using the accrual basis of accounting. For private institutions (FASB Statement of Accounting Standards number 117 institutions), the information should be consistent with amounts reported in the general purpose financial statements with any difference in entity-wide totals reported and explained in the activity summary (Part D - line D04). IN ALL CASES THE STARTING POINT FOR REPORTING SHOULD BE AMOUNTS REPORTED IN THE GENERAL PURPOSE FINANCIAL STATEMENTS. THE REPORTING ENTITY'S FINANCIAL ACCOUNTING POLICIES AND PROCEDURES SHOULD BE THE BASIS FOR REPORTING IN IPEDS.

Report all data in WHOLE DOLLARS only; omit cents. For any item on the report where exact data do not exist, give estimates.

PERIOD OF THE REPORT

Report finances for the most recent complete fiscal year at the bottom of the cover page of this form. Indicate the starting month (using 2 digits), starting year, ending month (using 2 digits), ending year of the fiscal year followed by your institution.

PART A – STATEMENT OF FINANCIAL POSITION

Please complete the items requested in the Part A supporting schedules (AA, AB, AC, and AD) and transfer this information to the appropriate lines in Part A before you begin work on Part A.

ASSETS

A01 – Cash and cash equivalents (Schedule AA) — Paragraph 8 of FASB Statement No. 95 defines cash and cash equivalents as short term, highly liquid investments that are (1) readily converted to known amounts of cash, and (2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Enter amounts for currency on hand and deposits held by financial institutions that can be added to or withdrawn without limitation, such as demand deposits. The total of Schedule AA should agree with the amount entered on line A01.

A02 – Temporary investments — Enter on this line amounts held as temporary investments. Temporary investments represent investments of cash not immediately required. Examples are U.S. Treasury bills, certificates of deposit, bankers acceptances, repurchase agreements and commercial paper. Temporary investments should be distinguished from long-term investments based on the intention of the organization regarding the intended term investment rather than the nature of the investment itself.

A03 – Accounts receivable (net) — Enter amounts receivable for billings for educational and general programs, auxiliary enterprise activities, hospital services and independent operations. Reimbursements due from affiliated organizations, amounts due on grants and contracts, claims against vendors, and advances to employees are other types of receivables. Accounts receivable from all sources other than governmental appropriations receivable (reported on line A04), accrued investment income receivable (reported on line A05) and contributions receivable (reported on line A06) should be reported on line A03. Amounts receivable should be reported net of an allowance for doubtful accounts.

A04 – Government appropriations receivable — Include only amounts due from governments that were appropriated by a legislative body or local taxing authority. Amounts due for governmental grants and contracts should be reported on line A03.

A05 – Accrued investment income receivable — Enter accrued investment income receivable on all investments (including loan programs). Include interest, dividend and other ordinary investment income accruals.

A06 – Contributions receivable (net) — Enter amounts receivable from unconditional promises to give (if recognized in your general purpose financial statements), net of the allowance for uncollectible amounts.

A07 – Inventories — Enter amounts for merchandise inventory held for resale, for example, items held for sale by a bookstore or a dining service. Include supplies and other inventoried items for internal use if recognized as an asset in the general purpose financial statements.

A08 – Prepaid expenses and deferred charges — Enter amounts prepaid or deferred that relate to future rather than to current period activities. Examples include rent, insurance, pension costs or other outflows applicable to future periods.

A09 – Loans receivable (net) — Enter the gross amount of loans receivable from the normal activities of the institution less an allowance for doubtful accounts.

A10 – Long-term investments (Schedule AB) — Enter the amount for all assets held for long-term investment. Provide the detail of the aggregate carrying amount by type of investment on Schedule AB and indicate the basis for determining the carrying amount for each type of investment (e.g., market value, book value or other).

A11 – Land, buildings, and equipment (net) — Enter the amount for the combined balances for land, buildings and equipment net of accumulated depreciation.

A12 – Other assets (Schedule AC) — Enter on this line the total of all recognized assets not reported on lines A01–A11 and itemize these assets and amounts on Schedule AC. Examples would be recognized collections or recognized beneficial interest in assets held subject to trust agreements where the institution is NOT acting as trustee.

A13 – Total assets — Enter the sum of lines A01–A12.

LIABILITIES

A14 –Accounts payable — Enter the total of accounts payable to suppliers.

A15 – Deferred revenues and refundable advances — Enter short-term deferrals including student deposits, advances from customers, government agencies, and others for specific activities that have not yet taken place. Advances from the Federal Government to be used to make loans to students should be excluded from this line and reported on line A19 (Government Grants Refundable). Short-term advances from third parties for services not yet performed and short-term advances for government grants or contracts, as well as refunds due third parties for amounts previously received should be included on this line.

A16 –Accrued Liabilities — Enter on this line amounts for accrued interest payable, salary and benefit accruals, and similar accrued expenses.

A17 – Amounts held on behalf of others — Enter agency obligations, the present value of beneficiary interests (i.e., liability) in assets held by the institution subject to trust agreements, annuity obligations, deferred compensation amounts and similar obligations recognized in the general purpose financial statements.

A18 – Long-term debt — Enter amounts for all long-term debt obligations including bonds payable, mortgages payable, and long-term notes payable.

A19 – Government grants refundable (long-term) — Enter the amounts advanced to the institution by a governmental entity for purposes of making loans to students (if recognized as a liability in the general purpose financial statements).

A20 – Other liabilities (Schedule AD) — Enter the total of all liabilities not included on lines A14–A19. Separately identify these liabilities by amount on Schedule AD. The total of Schedule AD should equal the amount reported on this line.

A21 – Total liabilities — This line should include the total of all liabilities listed on lines A14–A20.

NET ASSETS (EQUITY) – Net assets (equity) are the residual interest in the institution's assets remaining after liabilities are deducted. The change in net assets results from revenues, gains, expenses and losses reported in Part B and Part C and summarized in Part D of this survey.

A22 – Unrestricted-undesignated — Enter on this line the amount of unrestricted net assets that are available for the general purposes of the institution. Exclude amounts specifically designated by the Board (reported on line A23) and the net investment in land, buildings and equipment (which should be reported on line A24).

A23 – Unrestricted-designated — Enter the total of net assets not subject to external restrictions which have been designated for specific purposes. Include amounts designated as quasi-endowment, for building additions and replacement, for debt service, for loan programs and similar designations which indicate resources are not intended to be available for operating purposes.

A24 – Unrestricted-net investment in land, buildings and equipment — Institutions should report the unrestricted portion of net investment in buildings less building related debt on this line.

A25 – Total unrestricted — Enter on this line the total of lines A22, A23, and A24.

A26 – Restricted — Enter the amount of all net assets that are subject to temporary and/or permanent donor/grantor restrictions which limit availability for expenditure. This includes permanent and term endowment, net assets held subject to trust agreements, and net assets restricted for loans. Combine amounts reported in the general purpose financial statements as temporarily and permanently restricted.

A27 – Total net assets — This line should equal the sum of line A25 and A26. The amount should agree with the total net assets reported on line D06 of Part D.

A28 – Total liabilities and net assets — Enter on this line the sum of items A21 and A27. This total should equal the total on line A13.

PART B – REVENUES AND GAINS BY SOURCE

All revenue and gain source categories are intended to be consistent with the definitions provided in Chapter 3 of the NACUBO Financial Accounting and Reporting Manual, 1990.

Exclude from revenues (and expenses) interfund or intraorganizational charges and credits.

Please complete the items requested in the Part B supporting schedules (BA, BB, and BC) and transfer this information to the appropriate lines in Part B before you begin work on Part B.

Column 1 – TOTAL AMOUNT — Enter in column 1 the total revenue and gains recognized in the general purpose financial statements using the source categories listed on lines B01 to B19.

Column 2 – Amount for operating purposes — Include all revenue and gains for the period which do not meet the definition for column 3 (see below).

Column 3 – Amount restricted for non-operating purposes — Enter the revenue and gains amounts by source for gifts, grants, appropriations and bequests restricted by donors or grantors for endowment, building or loan purposes either permanently or for a period of time. Donor or grantor restrictions include requirements such as the following:

- A specified or indefinite period of time must elapse (such as a term endowment or trust agreement) before principal becomes available for other restricted or unrestricted purposes.
- The principal must be maintained in perpetuity or investment gains must be added to endowment principal.
- Amounts must be used for the acquisition of land, buildings and equipment or permanently used for loan programs.

Do not include in this column restricted current funds revenues requested in previous IPEDS Finance surveys unless they are restricted by the donor or grantor for non-operating purposes. All other revenues and gains should be reported in column 2. Amounts entered in columns 2 and 3 should sum to amounts entered in column 1.

ALL hospital and clinic revenue and gains should be entered on line B17 and not included in the other revenue and gain source categories. See Line B17 (Schedule BB).

B01 – Net tuition and fees, (Schedule BA) — Enter tuition and educational fees net of Pell Grants, other federal grants such as SEOG's, state grants, private grants (unless such grants are treated as agency transactions), and institutional grants (donor funded and unfunded). Complete schedule BA to arrive at the net tuition and fee figure that should be reported on this line. The net figure on line B01 should be the actual amount of tuition and fees paid or due from external parties (students, parents, etc.). Where federal and state grants such as Pell grants are treated as payments from external parties (rather than as grant revenue) enter the amounts on lines 10 and 11 of Schedule BA and exclude these amounts from the determination of net tuition and fees on line 9 of Schedule BA. The total on line 9 of Schedule BA (gross tuition minus total deductions, provided the deductions are included in the total on line BA01) should be entered on line B01 of Part B.

GOVERNMENT APPROPRIATIONS

B02 – Federal appropriations — Enter on this line all amounts received from the Federal Government through a direct appropriation of Congress, except gifts, grants and contracts which should be reported on line B06. An example is federal land-grant appropriations. Federal appropriations received through state channels should be included on line B02 and also reported separately on line B03.

B03 – Through State channels — Federal appropriations received through state channels is a subset of line B02 as well as reported separately on line B03.

B04 – State appropriations — Enter on this line all amounts received from a state government through a direct appropriation of its legislature, except for state gifts, grants and contracts which should be reported on line B07. An example of a state appropriation that should be entered on line B04 is an annual state appropriation for operating expenses of the institution.

B05 – Local appropriations — Enter on this line all amounts received from a local government (i.e., city and/or county) through a direct appropriation of its legislative body. Do not include local gifts, grants and contracts which should be reported on line B08.

GOVERNMENT GIFTS, GRANTS, AND CONTRACTS

B06 – Federal gifts, grants and contracts — Enter on this line all revenues from federal agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from federal agencies. If federal Pell and similar grants are treated in your general purpose financial statements as grant revenue, include them on this line. If they are treated as nongrant payments from external parties (students, parents, etc.), include these amounts on lines BA01, BA09 of schedule BA and B01 of Part B.

B07 – State gifts, grants and contracts — Enter on this line all revenues from state agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from state agencies. If state grants for student tuition are treated in your general purpose financial statements as grant revenue, include these payments on this line.

B08 – Local gifts, grants and contracts — Enter on this line revenues from local agencies that are for undertakings such as research projects, training projects and similar activities, including contributions from local agencies. If local grants for student tuition assistance are treated in your general purpose financial statements as grant revenue, include these payments on this line.

PRIVATE GIFTS, GRANTS AND CONTRACTS

B09 – Private gifts, grants and contracts — Enter on this line revenues from private (non-governmental) entities including research or training projects and similar activities and all contributions except those entered on line B10.

B10 – Contributions from affiliated entities — Enter on this line all revenues received from non-consolidated affiliated entities, such as fund raising foundations, booster clubs, other institution-related foundations and similar organizations created to support the institution or organizational components of the institution.

INVESTMENT INCOME

B11 – Income from long-term investments — Report on this line all income, (i.e., interest, dividends, rents and royalties) from long-term investments regardless of the nature of the investment.

B12 – Net realized gains/losses on investments — Enter the net realized gain or loss resulting from the sale of assets held for long-term investment. Include on this line realized gains on endowment and similar types of long-term investments.

B13 – Net unrealized gains/losses on investments — Enter on this line the net appreciation or depreciation in long-term investments if your accounting policy for external reporting purposes is to carry certain long-term investments at fair value. Include only the amount recognized in your general purpose financial statements. If your policy is to carry investments at cost, do not report on this line.

B14 – Other investment income — Enter on this line all other investment income. This includes interest and dividends earned on the institution's short-term working cash pools, demand deposit accounts, and short-term investments in certificates of deposit and similar types of current investment vehicles where intended for the short-term investment of institutional resources. Also include income from loan programs and net gains or losses from temporary investments.

OTHER REVENUE

B15 – Sales and services of educational activities — Enter revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, scientific and literary publications, testing services, university presses, and dairy products.

B16 – Sales and services of auxiliary enterprises — Enter revenues generated by the auxiliary enterprise operations that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters. Exclude any discounts (such as financial aid) provided to students for auxiliary enterprises from other sources of revenue.

B17 – Hospital revenue (Schedule BB) — Enter on this line the revenues and gains from hospitals operated by the institution. Complete Schedule BB listing all revenues and gains. The total of Schedule BB should be entered on line B17.

B18 – Independent operations revenue — Enter on this line all revenues associated with operations independent of the primary missions of the institution. This category generally includes only those revenues associated with major federally-funded research and development centers. Do not include the profit (or loss) from operations owned and managed as investments of the institution's endowment funds.

B19 – Other revenue or gains not reported above (Schedule BC) — Enter on this line all revenue or gains not included on lines B01—B18. Complete Schedule BC identifying each type of revenue or gain. The total of Schedule BC should be entered on line B19.

B20 – Total revenues and gains — Enter on this line the sum of lines B01, B02 and B04—B19. Also, report this total in Part D, line D01.

PART C – EXPENSES BY FUNCTION, LOSSES AND OTHER CHANGES

Part C is intended to be all inclusive. All expenses and losses for the period should be entered. In accordance with FASB Statement 117, there have been major changes in how institutions should report expenses. These changes include:

- Exclusion of capital expenditures. Because expenses should now be based on economic change instead of on financial flows, capital expenditures should no longer be included. Capitalized buildings and equipment should be depreciated over their useful lives and reported in column 5 and included in column 1 (entity total expenses).
- Exclusion of mandatory and nonmandatory transfers. Due to the change in focus from current funds to entity-wide reporting, interfund transfers and intraorganizational charges and credits will not be included as additions or deductions.
- Only a part of the scholarship and fellowship payments reported in the past will continue to be included on the line for scholarships and fellowships. Amounts from Pell grants and other student discounts should NOT be reported on line C08.

Please refer to the specific instructions below for more information on these changes.

EXPENSES

All expenses are to be reported by expense function in column 1 using the function categories listed on lines C01—C11. These categories are consistent with Chapter 3, of the NACUBO Financial Accounting and Reporting Manual, 1990. In addition, Part C provides an expense matrix which requires that each functional expense category (lines C01—C11) be displayed by specified object classifications (columns 2—7). The total of columns 2—7 for a given line should agree with the total for each expense function (line item) included in column 1.

Column 1 – Enter the total expense for each functional category listed on lines C01—C11.

Columns 2, 3, 5, 6 and 7 – These columns describe the nature of the expenses incurred in each functional category. Enter the total expense for each object classification identified in the column headings. In column 7 enter all other expense for each function such as expense for supplies, materials, insurance premiums, and purchased services. In completing columns 2—7 any interdepartmental or intraorganizational charges or expense allocations should be reported as follows:

- Report the object classification expense in the function in which the expense is initially incurred.
- In column 7 include the recovery as an offsetting reduction of expense in that functional category.

For example, all salaries and wages incurred in auxiliary enterprises should be included in column 2 line C07. If the dining hall performed a service for an instructional department on a contract basis, the expense for this service may be double-counted if it is entered as a contractual payment in column 7 of line C01. To eliminate this double-counting, the expense should also be included as a deduction (recovery) in column 7 of line C07. In this manner the sum of columns 2—7 should equal the total functional expense in column 1.

Column 4 – Complete column 4 only if you have allocated the cost of maintenance and operation (O/M) of buildings to the other functional categories in your general purpose financial statements. Column 4 is NOT used if you have NOT allocated O/M costs by function. After completing Column 4, use line C13 to display the cost of O/M of buildings entered in column 4 by the objects listed in columns 2, 3, 5, 6, and 7. Refer to the instructions for line C13.

Column 8 – Enter, the amount of the current fund expenditures for capitalized buildings and equipment (by function) for the reporting period. The amount reported in column 8 for each functional category should be obtained in the same manner as previously reported in the pre-FASB statement 117 "Statement of Changes in Current Fund Revenues, Expenditures and Other Changes." This amount should be separately reported in column 8 only and should NOT be included in any items in Parts C and D. This information is necessary to permit users of IPEDS survey data to link prior year expenditure data to amounts reported in Part C of the current fiscal year.

EXPENSES BY FUNCTION/PROGRAM

C01 – Instruction — Enter all instruction expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. Include expenses for both credit and noncredit activities. Exclude expenses for academic administration where the primary function is administration (e.g., academic deans). Such expenses should be entered on line C04. The instruction category includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students.

C02 – Research — Enter all expenses for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. Do not report nonresearch sponsored programs (e.g., training programs) on this line.

C03 – Public service — Enter all expenses specifically for public service and for activities established primarily to provide noninstructional services beneficial to groups external to the institution. Examples are seminars and projects provided to the particular sectors of the community. Include expenses for community services and cooperative extension services.

C04 – Academic support — Enter all expenses for support services that are an integral part of the institution's primary mission of instruction, research, or public service. Include expenses for libraries, museums, galleries, audio/visual services, academic development, and course and curriculum development. Include expenses for veterinary and dental clinics if their primary purpose is to support the institutional program.

C05 – Student services — Enter all expenses for admissions, registrar activities and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, and student health services (except when operated as a self-supporting auxiliary enterprise).

C06 – Institutional support — Enter all expenses for the day-to-day operational support of the institution. Include expenses for general administrative services, executive direction and planning, legal and fiscal operations, and public relations/development.

C07 – Auxiliary enterprises — Enter all expenses of essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and barber shops.

C08 – Scholarships and fellowships — Enter on this line ONLY student aid expenses that represent payment outflows made by the institution to students in support of the total cost of education for those goods and services NOT provided by the institution. Examples include payments for services to third parties for off-campus housing or for the cost of board not provided by institutional contract meal plans. Student aid in the form of discounts or remission of tuition and fees or auxiliary service charges should NOT be included on this line. Tuition and educational fee discounts should be reported as a net reduction in revenue (unless discounts are treated in your general purpose financial statements as a transfer of assets in which the reporting entity is acting as an agent, trustee, or intermediary) on line B01. Discounts related to auxiliary services and the like should be reported net of the appropriate revenue source in Part B.

C09 – Hospital services — Enter on this line all expenses associated with the operation of a hospital, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical building operations.

C10 – Independent operations — Enter on this line all expenses for operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service), although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenses of major federally-funded research and development centers. Do not include the expenses of operations owned and managed as investments of the institution's endowment funds.

C11 – Operation and maintenance of buildings — Line C11 should be completed only if the cost of operation and maintenance of buildings has NOT been allocated to other functional categories in your general purpose financial statements. Enter all unallocated expenses for operations established to provide service and maintenance related to grounds and facilities. Also include expenses for utilities, fire protection, property insurance and similar items.

Include non-current expenditures for buildings not capitalized. If expenses for operation and maintenance of buildings have not been allocated in your general purpose financial statements, do not use column 4. Column 4 should be completed only if allocated to other functional categories in the general purpose financial statements.

C12 – Total program expenses — Enter the sum of lines C01 to C11 for each column.

C13 – Adjustment for Allocated O/M of Buildings — Line C13 should be completed only if the cost of operation and maintenance of buildings has been allocated to other functional categories in your general purpose financial statements. Copy the amount in column 4, line C12, to column 4, line C13. This will bring the total O/M cost in line C14 to zero. Use line C13, columns 2, 3, 5, 6, and 7 to indicate the O/M cost by object, in effect distributing the cost in column 4 to the desired object classifications. When finished, the sum of line 13, columns 2—7 should equal zero.

C14 – Adjusted total program expense — Enter the sum of lines C12 and C13. The total for column 4 should equal zero.

C15 – Actuarial adjustment (loss) on annuity and other trust obligations — Enter the net adjustment to the beneficial interests of third parties relating to assets held subject to trust and annuity agreements.

C16 – Losses, extraordinary items and other changes — Enter losses other than investment losses (included in Part B), extraordinary items and other accounting changes consistent with what is reported in your general purpose financial statements. Include the net loss on disposal of land, buildings and equipment on this line.

C17 – Total expenses and losses — Enter the sum of lines C14—C16 and include the total on line D02 of Part D.

PART D – SUMMARY OF REVENUES, GAINS, EXPENSES AND LOSSES

Enter the totals from Part B and Part C. The amounts entered should reflect all economic changes reported for the fiscal period and agree with the change in total net assets (equity) displayed in the Statement of Financial Position (Part A).

D01 – Total revenues and gains — Enter the revenue and gains from Part B line B20.

D02 – Total expenses and losses — Enter the total expenses and losses from Part C line C17.

D03 – Excess of revenues and gains over expenses and losses — Subtract the amount on line D02 from D01 and enter the excess or (deficiency) on line D03.

D04 – Adjustments to net asset balances (Schedule DA) — Enter adjustments (if any) to the beginning net asset balances as reported in your general purpose financial statements and explain the nature and amount of such adjustments in Schedule DA.

Schedule DA should be completed to explain the nature of the adjustments to net assets (equity) and should display the amount of each type of adjustment. The total on line DA06 of Schedule DA should agree with the amount entered on line D04.

D05 – Net assets (equity) beginning of the year — Enter the amount of the total net asset (equity) at the beginning of the reporting period from your general purpose financial statements.

D06 – Net assets (equity) end of the year — Enter the sum of lines D03, D04, and D05. This amount should agree with the amount of total equity calculated in Part A line 27.

FORM IPEDS-F1-W
(9-10-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEMFINANCE SURVEY – Pretest
Fiscal Year 1996

For a Sample of Public Institutions

NOTE – The completion of this survey is voluntary and authorized by P.L. 103-382,
National Education Statistics Act of 1994, Section 404(a).*For more information about this form, please contact
Christina Briseno at the Bureau of the Census, 1-800-622-6193.*

Date due: January 15, 1997

1. Name of respondent

2. Title of respondent

3. Telephone (Area code, number, extension)

4. FAX number

5. E-Mail address

Please correct any errors in the name, address, and ZIP Code.

RETURN TO

*Please read the accompanying instructions
before completing this survey form. Report data
ONLY for the institution in the address label. If
data for any other institutions or branch
campuses are included in this report because they
CANNOT be reported separately, please provide a
list of these schools.*

PURPOSE OF THE SURVEY

Changes in accounting and financial reporting standards issued by the Financial Accounting Standards Board (FASB) have required the National Center for Education Statistics (NCES), with the advice of the National Association of College and University Business Officers (NACUBO), to make changes in its postsecondary finance data collection. The worksheets on the following pages will test the feasibility of relating data for public institutions to that collected for the private institutions under the new FASB standards. The pretest survey will:

- Ensure that respondents from public and private institutions can provide information that is consistent.
- Determine the burden imposed on institutions in providing the financial data.
- Ensure that the format, instructions, and definitions are clear and can be followed.

**PLEASE COMPLETE THE FISCAL YEAR INFORMATION BELOW AND REFER TO
THE INSTRUCTIONS AT THE BACK OF THIS FORM**

This report covers financial activity for the 12-month fiscal year beginning

_____, 199____ and ending _____, 199____.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1850-0582. The time required to complete this information collection is estimated to average 7 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics
555 New Jersey Avenue, NW
Washington, DC 20208

Worksheet 1 – REVENUES AND OTHER ADDITIONS

Row number	Item	Amount from current funds statement total column COLUMN 1	NONCURRENT FUND GROUPS
			Building funds COLUMN 2
TUITION AND FEES			
1-1	Student tuition and fees (gross)		
1-2	Tuition discounts		
1-3	Net student tuition fees (<i>Row 1 minus row 2</i>)		
GOVERNMENT APPROPRIATIONS			
1-4	Federal appropriations		
1-5	State appropriations		
1-6	Local appropriations		
GOVERNMENT GIFTS, GRANTS, AND CONTRACTS			
1-7	Federal gifts, grants and contracts		
1-8	State gifts, grants and contracts		
1-9	Local gifts, grants and contracts		
PRIVATE GIFTS, GRANTS, AND CONTRACTS			
1-10	Private gifts, grants and contracts		
1-11	Contributions from affiliated entities		
INVESTMENT INCOME			
1-12	Long-term investment income		
1-13	Net realized gains or losses		
1-14	Net unrealized gains or losses		
1-15	Other investment income		
OTHER REVENUE			
1-16	Sales and services of educational activities		
1-17	Auxiliary enterprise revenue		
1-18	Hospital revenue		
1-19	Independent operations revenue		
1-20	Other revenue sources – <i>Specify</i>		
1-21			
1-22			
1-23			
1-24			
1-25			
1-26	Other gains – <i>Specify</i>		
1-27			
1-28			
1-29			
1-30			
1-31			
OTHER ADDITIONS			
1-32	Expended for building facilities		
1-33	Retirement of debt		
1-34	U.S. Government advances		
1-35	Matured life income and annuities		
1-36	Proceeds of debt		
OTHER			
1-37	Other financial additions – <i>Specify</i>		
1-38			
1-39			
1-40			
1-41			
1-42	TOTAL REVENUE AND GAINS (NET) (<i>Sum of rows 3—41</i>)		

Worksheet 1 – REVENUES AND OTHER ADDITIONS – Continued

Row number	NONCURRENT FUND GROUPS – Continued			
	Endowment funds COLUMN 3	Loan funds COLUMN 4	Other noncurrent funds (consolidate) COLUMN 5	TOTAL ALL NONCURRENT FUNDS (Sum columns 2—5) COLUMN 6
1-1				
1-2				
1-3				
1-4				
1-5				
1-6				
1-7				
1-8				
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1-42				

Worksheet 1 – REVENUES AND OTHER ADDITIONS – Continued

Row number	Item	TOTAL ALL FUND GROUPS (Sum columns 1 and 6) COLUMN 7	Eliminations COLUMN 8
TUITION AND FEES			
1-1	Student tuition and fees (gross)		
1-2	Tuition discounts		
1-3	Net student tuition fees (Row 1 minus row 2)		
GOVERNMENT APPROPRIATIONS			
1-4	Federal appropriations		
1-5	State appropriations		
1-6	Local appropriations		
GOVERNMENT GIFTS, GRANTS, AND CONTRACTS			
1-7	Federal gifts, grants and contracts		
1-8	State gifts, grants and contracts		
1-9	Local gifts, grants and contracts		
PRIVATE GIFTS, GRANTS, AND CONTRACTS			
1-10	Private gifts, grants and contracts		
1-11	Contributions from affiliated entities		
INVESTMENT INCOME			
1-12	Long-term investment income		
1-13	Net realized gains or losses		
1-14	Net unrealized gains or losses		
1-15	Other investment income		
OTHER REVENUE			
1-16	Sales and services of educational activities		
1-17	Auxiliary enterprise revenue		
1-18	Hospital revenue		
1-19	Independent operations revenue		
1-20	Other revenue sources – <i>Specify</i>		
1-21			
1-22			
1-23			
1-24			
1-25			
1-26	Other gains – <i>Specify</i>		
1-27			
1-28			
1-29			
1-30			
1-31			
OTHER ADDITIONS			
1-32	Expended for building facilities		
1-33	Retirement of debt		
1-34	U.S. Government advances		
1-35	Matured life income and annuities		
1-36	Proceeds of debt		
OTHER			
1-37	Other financial additions – <i>Specify</i>		
1-38			
1-39			
1-40			
1-41			
1-42	TOTAL REVENUE AND GAINS (NET) (Sum of rows 3–41)		

Worksheet 1 – REVENUES AND OTHER ADDITIONS – Continued

Row number	Adjustments COLUMN 9	Reclassifications of revenue sources COLUMN 10	ENTITY-WIDE TOTAL REVENUE AND GAINS (Sum columns 7—10) COLUMN 11	Expendable for operating purposes COLUMN 12	Restricted for nonoperating purposes COLUMN 13
1-1					
1-2					
1-3			*		
1-4			*		
1-5			*		
1-6			*		
1-7			*		
1-8			*		
1-9			*		
1-10			*		
1-11			*		
1-12			*		
1-13			*		
1-14			*		
1-15			*		
1-16			*		
1-17			*		
1-18			*		
1-19			*		
1-20					
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1-42					

Worksheet 2 - EXPENSES AND OTHER DEDUCTIONS

Row number	Item	Amount from current funds statement total column COLUMN 1	NONCURRENT FUND GROUPS
			Building funds COLUMN 2
ALLOCATED EXPENSES			
2-1	Instruction		
2-2	Research		
2-3	Public service		
2-4	Academic support		
2-5	Student services		
2-6	Institutional support		
2-7	Operation and maintenance of buildings		
2-8	Scholarships and fellowships		
2-9	Auxiliary enterprises - operating expenses		
2-10	Hospitals - operating expenses		
2-11	Independent operations - operating expenses		
UNALLOCATED EXPENSES			
2-12	Depreciation		
2-13	Interest		
2-14	Loan cancellation and write-offs		
2-15	Administrative and collection costs		
2-16	Other noncurrent expenses		
2-17	Actuarial adjustment for annuity obligations		
2-18	Other - <i>Specify</i>		
2-19			
LOSSES			
2-20	Unrealized losses on investments		
2-21	Realized losses on investments		
2-22	Loss on disposition of land, buildings and equipment		
2-23	Other losses - <i>Specify</i>		
2-24			
2-25	Extraordinary items - <i>Specify</i>		
2-26			
OTHER DEDUCTIONS			
2-27	Retirement of debt		
2-28	Expended for buildings and equipment		
2-29	Payments to life income and trust beneficiaries		
2-30	Refunds to grantors		
2-31	Disposal of buildings and equipment		
2-32	Proceeds of debt		
2-33	Matured life income and annuities		
2-34	Other deductions - <i>Specify</i>		
2-35			
EXCESS OF RESTRICTED CURRENT FUNDS			
2-36	Receipts over expenditures		
TRANSFERS			
2-37	To/from renewals and replacements		
2-38	To/from unexpended buildings		
2-39	To/from debt service		
2-40	To/from endowment and similar		
2-41	To/from loan funds		
2-42	Other transfers - <i>Specify</i>		
2-43			
2-44	TOTAL EXPENSES, DEDUCTIONS, AND TRANSFERS		
2-45	Net Increase (decrease) in fund balance		

Worksheet 2 – EXPENSES AND OTHER DEDUCTIONS – Continued

Row number	NONCURRENT FUND GROUPS – Continued			
	Endowment funds COLUMN 3	Loan funds COLUMN 4	Other noncurrent funds (consolidate) COLUMN 5	TOTAL ALL NONCURRENT FUNDS (Sum columns 2–5) COLUMN 6
2-1				
2-2				
2-3				
2-4				
2-5				
2-6				
2-7				
2-8				
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2-40				
2-41				
2-42				
2-43				
2-44				
2-45				

Worksheet 2 - EXPENSES AND OTHER DEDUCTIONS - Continued

Row number	Item	TOTAL ALL FUND GROUPS (Sum columns 1 and 6) COLUMN 7	Deduct capitalized expenditures (Included in column 1) COLUMN 8
ALLOCATED EXPENSES			
2-1	Instruction		
2-2	Research		
2-3	Public service		
2-4	Academic support		
2-5	Student services		
2-6	Institutional support		
2-7	Operation and maintenance of buildings		
2-8	Scholarships and fellowships		
2-9	Auxiliary enterprises - operating expenses		
2-10	Hospitals - operating expenses		
2-11	Independent operations - operating expenses		
UNALLOCATED EXPENSES			
2-12	Depreciation		
2-13	Interest		
2-14	Loan cancellation and write-offs		
2-15	Administrative and collection costs		
2-16	Other noncurrent expenses		
2-17	Actuarial adjustment for annuity obligations		
2-18	Other - <i>Specify</i>		
2-19			
LOSSES			
2-20	Unrealized losses on investments		
2-21	Realized losses on investments		
2-22	Loss on disposition of land, buildings and equipment		
2-23	Other losses - <i>Specify</i>		
2-24			
2-25	Extraordinary items - <i>Specify</i>		
2-26			
OTHER DEDUCTIONS			
2-27	Retirement of debt		
2-28	Expended for buildings and equipment		
2-29	Payments to life income and trust beneficiaries		
2-30	Refunds to grantors		
2-31	Disposal of buildings and equipment		
2-32	Proceeds of debt		
2-33	Matured life income and annuities		
2-34	Other deductions - <i>Specify</i>		
2-35			
EXCESS OF RESTRICTED CURRENT FUNDS			
2-36	Receipts over expenditures		
TRANSFERS			
2-37	To/from renewals and replacements		
2-38	To/from unexpended buildings		
2-39	To/from debt service		
2-40	To/from endowment and similar		
2-41	To/from loan funds		
2-42	Other transfers - <i>Specify</i>		
2-43			
2-44	TOTAL EXPENSES, DEDUCTIONS, AND TRANSFERS		
2-45	Net Increase (decrease) in fund balance		

Worksheet 2 - EXPENSES AND OTHER DEDUCTIONS - Continued

Row number	Interfund intraorganizational eliminations COLUMN 9	Adjustments COLUMN 10	Reclassify depreciation to functions COLUMN 11	Reclassify noncurrent expenses to functions COLUMN 12
2-1				
2-2				
2-3				
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2-5				
2-6				
2-7				
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2-10				
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2-43				
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2-45				

Worksheet 2 - EXPENSES AND OTHER DEDUCTIONS - Continued

Row number	Item	Reclassification (other) to functions COLUMN 13	ENTITY-WIDE TOTAL (Sum columns 7—13) COLUMN 14
ALLOCATED EXPENSES			
2-1	Instruction		
2-2	Research		
2-3	Public service		
2-4	Academic support		
2-5	Student services		
2-6	Institutional support		
2-7	Operation and maintenance of buildings		
2-8	Scholarships and fellowships		
2-9	Auxiliary enterprises - operating expenses		
2-10	Hospitals - operating expenses		
2-11	Independent operations - operating expenses		
UNALLOCATED EXPENSES			
2-12	Depreciation		
2-13	Interest		
2-14	Loan cancellation and write-offs		
2-15	Administrative and collection costs		
2-16	Other noncurrent expenses		
2-17	Actuarial adjustment for annuity obligations		
2-18	Other - <i>Specify</i>		
2-19			
LOSSES			
2-20	Unrealized losses on investments		
2-21	Realized losses on investments		
2-22	Loss on disposition of land, buildings and equipment		
2-23	Other losses - <i>Specify</i>		
2-24			
2-25	Extraordinary items - <i>Specify</i>		
2-26			
OTHER DEDUCTIONS			
2-27	Retirement of debt		
2-28	Expended for buildings and equipment		
2-29	Payments to life income and trust beneficiaries		
2-30	Refunds to grantors		
2-31	Disposal of buildings and equipment		
2-32	Proceeds of debt		
2-33	Matured life income and annuities		
2-34	Other deductions - <i>Specify</i>		
2-35			
EXCESS OF RESTRICTED CURRENT FUNDS			
2-36	Receipts over expenditures		
TRANSFERS			
2-37	To/from renewals and replacements		
2-38	To/from unexpended buildings		
2-39	To/from debt service		
2-40	To/from endowment and similar		
2-41	To/from loan funds		
2-42	Other transfers - <i>Specify</i>		
2-43			
2-44	TOTAL EXPENSES, DEDUCTIONS, AND TRANSFERS		
2-45	Net Increase (decrease) in fund balance		

Worksheet 3 – STATEMENT OF FINANCIAL POSITION

Row number	Item	Amount per general purpose financial statements COLUMN 1	ADJUSTMENTS
			Debits COLUMN 2
ASSETS			
3-1	Cash and cash equivalents		
3-2	Temporary investments		
3-3	Accounts receivable (net)		
3-4	Government appropriations receivable		
3-5	Accrued investment income receivable		
3-6	Contributions receivable (net)		
3-7	Inventories		
3-8	Prepaid expenses and deferred charges		
3-9	Loans receivable (net)		
3-10	Long-term investments		
3-11	Land, buildings, and equipment		
3-12	Other assets		
3-13	TOTAL ASSETS (<i>Sum rows 1–12</i>)		
LIABILITIES			
3-14	Accounts payable		
3-15	Deferred revenues and advances		
3-16	Accrued liabilities		
3-17	Amounts held on behalf of others		
3-18	Long-term debt		
3-19	Government grants refundable		
3-20	Other liabilities – <i>Specify</i>		
3-21			
3-22			
3-23			
3-24	TOTAL LIABILITIES (<i>Sum rows 14–23</i>)		
NET ASSETS (FUND BALANCES)			
3-25	Unrestricted – undesignated		
3-26	Unrestricted – designated		
3-27	Unrestricted – net investment in land, buildings, equipment		
3-28	Restricted		
3-29	Current funds – unrestricted		
3-30	Current funds – restricted		
3-31	Loan funds – U.S. Government grants		
3-32	Loan funds – institutional		
3-33	Endowment funds		
3-34	Term endowment funds		
3-35	Quasi-endowment funds		
3-36	Expendable building funds		
3-37	Funds for retirement of debt		
3-38	Net investment in buildings		
3-39	Other – <i>Specify</i>		
3-40			
3-41			
3-42	TOTAL NET ASSETS (FUND BALANCES) (<i>Sum of rows 25–28</i>)		
3-43	TOTAL LIABILITIES AND EQUITY (<i>Sum row 24 and row 42</i>)		

Worksheet 3 – STATEMENT OF FINANCIAL POSITION – Continued

Row number	Item	ADJUSTMENTS	Adjusted balance sheet amount
		Credits	
		COLUMN 3	COLUMN 4
ASSETS			
3-1	Cash and cash equivalents		
3-2	Temporary investments		
3-3	Accounts receivable (net)		
3-4	Government appropriations receivable		
3-5	Accrued investment income receivable		
3-6	Contributions receivable (net)		
3-7	Inventories		
3-8	Prepaid expenses and deferred charges		
3-9	Loans receivable (net)		
3-10	Long-term investments		
3-11	Land, buildings, and equipment		
3-12	Other assets		
3-13	TOTAL ASSETS (<i>Sum rows 1—12</i>)		
LIABILITIES			
3-14	Accounts payable		
3-15	Deferred revenues and advances		
3-16	Accrued liabilities		
3-17	Amounts held on behalf of others		
3-18	Long-term debt		
3-19	Government grants refundable		
3-20	Other liabilities – <i>Specify</i>		
3-21			
3-22			
3-23			
3-24	TOTAL LIABILITIES (<i>Sum rows 14—23</i>)		
NET ASSETS (FUND BALANCES)			
3-25	Unrestricted – undesignated		
3-26	Unrestricted – designated		
3-27	Unrestricted – net investment in land, buildings, equipment		
3-28	Restricted		
3-29	Current funds – unrestricted		
3-30	Current funds – restricted		
3-31	Loan funds – U.S. Government grants		
3-32	Loan funds – institutional		
3-33	Endowment funds		
3-34	Term endowment funds		
3-35	Quasi-endowment funds		
3-36	Expendable building funds		
3-37	Funds for retirement of debt		
3-38	Net investment in buildings		
3-39	Other – <i>Specify</i>		
3-40			
3-41			
3-42	TOTAL NET ASSETS (FUND BALANCES) (<i>Sum of rows 25—28</i>)		
3-43	TOTAL LIABILITIES AND EQUITY (<i>Sum row 24 and row 42</i>)		

CLARIFYING QUESTIONS FOR PUBLIC INSTITUTION WORKSHEETS

1. Methods of expense allocation – Describe the method used for allocating the following to the expense function categories in worksheet 2.

Depreciation _____

Interest expense _____

Other non-operating expenses _____

- | | |
|---|------------------------|
| 2. Burden hours – <i>Please provide the number of person-hours that it took for you to complete these worksheets. Include time spent for reading and interpreting the instructions as well as the time spent retrieving information from your financial statements and entering it on the worksheets.</i> | Number of person-hours |
| _____ | |

Number of person-hours

3. Were the items on the worksheets consistent with your general purpose financial statements?

1 ☐ Yes

² ☐ No – Indicate which items were not consistent ↴

4. What were the most difficult parts of the worksheets to complete?

WORKSHEET 1 – DEFINITIONS

The definitions below refer to the entity totals in column 11 of worksheet 1. These definitions are consistent with the result of the eliminations, adjustments, and reclassifications that were made in columns 8, 9, and 10.

ROW 2 – Tuition Discounts — Amounts for tuition discounts including Pell Grants and other federal, state, private, and institutional grants for student aid. Excludes any student aid not recognized in your general purpose financial statements as grants, but instead treats it as nongrant revenue from external parties.

ROW 3 – Net Student Tuition and Fees — Tuition and educational fees net of Pell Grants, other federal grants such as SEOG's, state grants, private grants (unless such grants are treated as agency transactions), and institutional grants (donor funded and unfunded). The net figure computed on this row should be the actual amount of tuition and fees paid or due from external parties (students, parents, etc.).

ROW 4 – Federal Appropriations — All amounts received from the Federal Government through a direct appropriation of Congress, except gifts, grants and contracts which should be reported in row 7 of worksheet 1. An example is federal land-grant appropriations.

ROW 5 – State Appropriations — All amounts received from a state government through a direct appropriation of its legislature, except for state gifts, grants and contracts which should be reported in row 8 of worksheet 1. An example is an annual state appropriation for operating expenses of the institution.

ROW 6 – Local Appropriations — All amounts received from a local government (i.e., city and/or county) through a direct appropriation of its legislative body. Does not include local gifts, grants and contracts which should be reported in row 9 of worksheet 1.

ROW 7 – Federal Gifts, Grants, and Contracts — All revenues from federal agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from federal agencies. If federal Pell and similar grants are treated in your general purpose financial statements as grant revenue, they are included in this row.

ROW 8 – State Gifts, Grants and Contracts — All revenues from state agencies that are for specific undertakings such as research projects, training projects, and similar activities, including contributions from state agencies. If state grants for student tuition are treated in your general purpose financial statements as grant revenue, they are included in this row.

ROW 9 – Local Gifts, Grants and Contracts — Revenues from local agencies that are for undertakings such as research projects, training projects and similar activities, including contributions from local agencies. If local grants for student tuition assistance are treated in your general purpose financial statements as grant revenue, they are included in this row.

ROW 10 – Private Gifts, Grants and Contracts — Revenues from private (non-governmental) entities including research or training projects and similar activities and all contributions except those entered in row 11 of worksheet 1.

ROW 11 – Contributions from Affiliated Entities — All revenues received from non-consolidated affiliated entities, such as fund raising foundations, booster clubs, other institution-related foundations and similar organizations created to support the institution or organizational components of the institution.

ROW 12 – Long-term Investment Income — All income (i.e., interest, dividends, rents and royalties) from long-term investments regardless of the nature of the investment.

ROW 13 – Net Realized Gains or Losses — The net realized gain or loss resulting from the sale of assets held for long-term investment. Included in this row are realized gains on endowment and similar types of long-term investments.

ROW 14 – Net Unrealized Gains or Losses — The net appreciation or depreciation in long-term investments if your accounting policy for external reporting purposes is to carry certain long-term investments at fair value. Includes only the amount recognized in your general purpose financial statements. If your policy is to carry investments at cost, this row is not used.

ROW 15 – Other Investment Income — All other investment income. This includes interest and dividends earned on the institution's short-term working cash pools, demand deposit accounts, and temporary investments in certificates of deposit and similar types of current investment vehicles where intended for the temporary investment of institutional resources. Also includes income from loan programs and net gains or losses from temporary investments.

ROW 16 – Sales and Services of Educational Activities — Revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, scientific and literary publications, testing services, university presses, and dairy products.

ROW 17 – Auxiliary Enterprise Revenue — Revenues generated by the auxiliary enterprise operations that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters. Excludes any discounts (such as financial aid) provided to students for auxiliary enterprises from other sources of revenue.

ROW 18 – Hospital Revenue — All revenues and gains from hospitals operated by the institution. Include all hospital revenues such as revenue from government grants and contracts, sales and services, and investment income.

ROW 19 – Independent Operations Revenue — All revenues associated with operations independent of the primary missions of the institution. This category generally includes only those revenues associated with major federally-funded research and development centers. Does not include the profit (or loss) from operations owned and managed as investments of the institution's endowment funds (included instead in row 13 of worksheet 1).

WORKSHEET 2 – DEFINITIONS

The definitions below refer to the entity totals in column 14 of worksheet 2. These definitions are consistent with the result of the eliminations, adjustments, and reclassifications that were made in columns 8–13.

ROW 1 – Instruction — All instruction expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted. Includes expenses for both credit and noncredit activities. Excludes expenses for academic administration where the primary function is administration (e.g., academic deans), which should be entered in row 4 of worksheet 2. The instruction category includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students.

ROW 2 – Research — All expenses for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. This row does not include nonresearch sponsored programs (e.g., training programs).

ROW 3 – Public Service – All expenditures specifically for public service and for activities established primarily to provide noninstitutional services beneficial to groups external to the institution. Examples are seminars and projects provided to the particular sectors of the community. Includes expenses for community services and cooperative extension services.

ROW 4 – Academic Support – All expenses for support services that are an integral part of the institution's primary mission of instruction, research, or public service. Includes expenses for libraries, museums, galleries, audio/visual services, academic development, and course and curriculum development. Includes expenses for veterinary and dental clinics if their primary purpose is to support the institutional program.

ROW 5 – Student Services – All expenses for admissions, registrar activities and activities whose primary purpose is to contribute to students emotional and physical well-being and to their intellectual, cultural and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, and student health services (except when operated as a self-supporting auxiliary enterprise).

ROW 6 – Institutional Support – All expenses for the day-to-day operational support of the institution. Includes expenses for general administrative services, executive direction and planning, legal and fiscal operations, and public relations/development.

ROW 8 – Scholarships and Fellowships — Includes ONLY student aid expenses that represent payment outflows made by the institution to students in support of the total cost of education for those goods and services NOT provided by the institution. Examples include payments for services to third parties for off-campus housing or for the cost of board not provided by institutional contract meal plans. Student aid in the form of discounts or remission of tuition and fees or auxiliary service charges is NOT included on this line.

ROW 9 – Auxiliary Enterprises — All expenses of essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and barber shops.

ROW 10 – Hospitals — All expenses associated with the operation of a hospital, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical building operations.

ROW 11 – Independent Operations — All expenses for operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service), although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenses of major federally-funded research and development centers. This row does not include the expenses of operations owned and managed as investments of the institution's endowment funds.

WORKSHEET 3 – DEFINITIONS

ROW 1 – Cash and Cash Equivalents — Paragraph 8 of FASB Statement No. 95 defines cash and cash equivalents as short term, highly liquid investments that are (1) readily converted to known amounts of cash, and (2) so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. Includes amounts for currency on hand and deposits held by financial institutions that can be added to or withdrawn without limitation, such as demand deposits.

ROW 2 – Temporary Investments – Amounts held as temporary investments — Temporary investments represent investments of cash not immediately required. Examples are U.S. Treasury bills, certificates of deposit, bankers acceptances, repurchase agreements and commercial paper. Temporary investments should be distinguished from long-term investments based on the intention of the organization regarding the intended term investment rather than the nature of the investment itself.

ROW 3 – Account Receivable (Net) — Amounts receivable for educational and general programs, auxiliary enterprise activities, hospital services, independent operations, and government grants and contracts. Reimbursements due from affiliated organizations, amounts due on grants and contracts, claims against vendors, and advances to employees are other types of receivables. Accounts receivable from all sources other than governmental appropriations receivable (row 4 of worksheet 3), accrued investment income receivable (row 5 of worksheet 3), and contributions receivable (row 6 of worksheet 3) are reported in this row. Amounts receivable are reported net of an allowance for doubtful accounts.

ROW 4 – Government Appropriations Receivable — Includes only amounts due from governments that were appropriated by a legislative body or local taxing authority. Amounts from government grants and contracts should be reported in row 3 of worksheet 3.

ROW 5 – Accrued Investment Income Receivable — Accrued investment income receivable on all investments (including loan programs). Includes interest, dividend and other ordinary investment income accruals.

ROW 6 – Contributions Receivable (Net) — Amounts receivable from unconditional promises to give (if recognized in your general purpose financial statements) net of the allowance for uncollectible amounts.

ROW 7 – Inventories — Amounts for merchandise inventory held for resale, for example, items held for sale by a bookstore or a dining service. Includes supplies and other inventoried items for internal use if recognized as an asset in the general purpose financial statements.

ROW 8 – Prepaid Expenses and Deferred Charges — Amounts prepaid or deferred that relate to future rather than to current period activities. Examples include rent, insurance, pension costs or other outflows applicable to future periods.

ROW 9 – Loans Receivable (Net) — The gross amount of loans receivable from the normal activities of the institution less an allowance for doubtful accounts.

ROW 10 – Long-term Investments — The amount for all assets held for long-term investment.

ROW 11 – Land, Buildings, and Equipment (Net) — The amount for the combined balances for land, buildings and equipment net of accumulated depreciation.

ROW 12 – Other Assets — The total of all recognized assets not reported in rows 1 through 11 of worksheet 3. Examples are recognized collections or recognized beneficial interest in assets held subject to trust agreements where the institution is not acting as trustee.

ROW 14 – Accounts Payable — The total of accounts payable to suppliers.

ROW 15 – Deferred Revenues and Advances — Includes short-term deferrals including student deposits, advances from customers, government agencies, and others for specific activities that have not yet taken place. Advances from the Federal Government to be used to make loans to students are excluded from this row and reported in row 19 of worksheet 3 (Government Grants Refundable). Short-term advances from third parties for services not yet performed and short-term advances on government grants or contracts, as well as refunds due third parties for amounts previously received are included in this row.

ROW 16 – Accrued Liabilities — Amounts for accrued interest payable, salary and benefits accruals, and similar accrued expenses.

ROW 17 – Amounts Held on Behalf of Others — Agency obligations, the present value of beneficiary interests (i.e., liability) in assets held by the institution subject to trust agreements, annuity obligations, deferred compensation amounts and similar obligations recognized in the general purpose financial statements.

ROW 18 – Long-term Debt — Amounts for all long-term debt obligations including bonds payable, mortgages payable, and long-term notes payable.

ROW 19 – Government Grants Refundable (Long-term) — Includes amounts advanced to the institution by a governmental entity for purposes of making loans to students (if recognized as a liability in the general purpose financial statements).

GENERAL INSTRUCTIONS – IPEDS PUBLIC FINANCE WORKSHEETS – F1-W

These instructions pertain to institutions whose general purpose financial statements are based on the American Institute of Certified Public Accountants (AICPA) College and University Audit Guide (Amended, 1974) and Chapter 3 of the National Association of College and Business Officers (NACUBO) Financial Accounting and Reporting Manual, 1990. These worksheets are intended for those institutions which have NOT adopted SFAS No. 117 of the Financial Accounting Standards Board (FASB).

Report all data in WHOLE DOLLARS only; omit cents. For any item on the worksheets where exact data do not exist, give estimates.

For public institutions, the IPEDS Financial Survey for 1995-96 retains the current funds activity reporting format. Complete the IPEDS Form F-1 based on the instructions and definitions provided. In addition, please provide entity-wide totals for all economic changes using the accrual basis of accounting by completing the supplementary worksheets using the instructions which follow. The supplementary information requested on the worksheets relates directly to the data contained in your general purpose financial statements. IN ALL CASES THE STARTING POINT FOR REPORTING SHOULD BE AMOUNTS REPORTED IN THE GENERAL PURPOSE FINANCIAL STATEMENTS.

You should have access to both paper and electronic copies of the IPEDS Public Finance Worksheets. The paper copy is intended primarily for your reference. We recommend that you enter your financial data in the electronic version of the worksheets as they contain formulas which will save you time in carrying detail entries into the various "total" columns.

The three worksheets are provided to cross the information displayed by fund group in your general purpose financial statements to entity-wide totals for the Statement of Financial Position and the Statement of Activity. The worksheets are designed to CROSS fund group information to entity-wide totals displaying all economic changes (revenues and gains in Worksheet 1 and expenses and losses in Worksheet 2). Worksheet 3 is used to develop an entity-wide Statement of Financial Position. The conversion to entity-wide reporting of economic changes involves several eliminations, adjustments, and reclassifications which are described below and in the instructions for each worksheet.

Eliminations are needed to remove all items that are financial flows but do not represent an entity-wide economic change to the institution. These include all interfund and intrainstitutional activity, capital expenditures, debt payments, issuance of debt, and other financial flows which do not represent economic changes recognized as revenue (additions) or expense (deductions) in the Statement of Current Fund Revenues, Expenditures and Other Changes and the Statement of Changes in Fund Balances as prescribed in your current audit guide. Where an addition (or revenue) to one fund group (or intrainstitutional activity) is offset by a deduction (or expense) from another, both the addition and deduction should be eliminated from entity-wide totals.

Adjustments are required to correctly determine amounts that should be recognized as revenue (gains) or expense (losses). They include the recognition of a provision for the use of depreciable assets (if not recognized already in the general purpose financial statements) and the adjustment of any related loss on the disposition of land, buildings and equipment during the fiscal year. Also, the amount reported in your Statement of Current Fund Revenues, Expenditures, and Other Changes as "excess of restricted receipts over transfers to revenue" should be adjusted as follows:

- a. Where the excess (deficiency) results from grant and contract receipts, an adjustment is required to recognize the excess as deferred revenue or an advance.
- b. Where the excess (deficiency) results from restricted contributions or restricted investment income, it should be adjusted from a direct addition to the fund balance to be recognized as gift revenue or investment income in the appropriate revenue source category.
- c. The beginning restricted current fund balance should be adjusted on Worksheet 3 to exclude from the fund balance (under net assets) and recognize (on row 15 of worksheet 3) as deferred revenue or an advance (beginning balance) amounts attributable to federal, state, and local government and private grants and contracts unless recognized as gifts.
- d. Deductions in the Statement of Changes in Fund Balances for refunds to grantors should be adjusted from activity and recognized as an adjustment of deferred revenue or advances (on row 15 of worksheet 3).

In all other areas include amounts based on the accounting policies and procedures as reported in your general purpose financial statements.

Reclassifications are required to display all expenses by function and to report revenue and gains by source consistent with classifications included in Chapter 3 of the National Association of College and Business Officers (NACUBO) Financial Accounting and Reporting Manual, 1990. Revenues, to the extent practicable, should be reclassified to the specific revenue sources identified by an asterisk(*) in worksheet 1. Expenses that have not previously been reported by function should be reclassified by allocating such expenses to the IPEDS functional expense categories identified by an asterisk(*) in worksheet 2.

PERIOD OF THE REPORT

Report finances for the most recent complete fiscal year at the bottom of the cover page of this form. Indicate the starting month (using 2 digits), starting year, ending month (using 2 digits), ending year of the fiscal year followed by your institution.

WORKSHEET 1 – REVENUES AND OTHER ADDITIONS

THE INFORMATION PROVIDED IN COLUMNS 1—5 OF WORK SHEET 1 SHOULD BE IDENTICAL TO WHAT IS CONTAINED IN YOUR GENERAL PURPOSE FINANCIAL STATEMENTS. ADDITIONAL ROWS HAVE BEEN PROVIDED FOR ITEM CATEGORIES REPORTED IN THE FINANCIAL STATEMENTS THAT DO NOT MATCH THE ONES PROVIDED ON THE FORM.

The revenue and gains categories on this worksheet are consistent with chapter 3 of the National Association of College and Business Offices (NACUBO) Financial Accounting and Reporting Manual (FARM), 1990. Respondents without access to the FARM can refer to the appendix for relevant definitions of terms.

COLUMN 1 – Amount from Current Funds Statement — Enter the revenue and other additions from your current year total column (unrestricted and restricted) of the Statement of Current Funds Revenues, Expenditures and Other Changes. The total revenue and other additions should agree with the total current fund revenue on this statement. Revenue and gains on your statement that do not match the revenue/gain source categories provided in the worksheet should be entered as "Other Revenue Sources" and identified or grouped with appropriate revenue source lines. Amounts in this column for the categories listed under "Other Additions" should be entered ONLY if they are included in current funds revenues of your general purpose financial statements.

NOTE: Enter GROSS student tuition and fees in row 1. Column 8 will be used to eliminate scholarship and fellowship amounts included in tuition and fee revenue.

COLUMN 2 through 6 – Noncurrent Fund Groups — Enter the revenue and other addition amounts for these funds from your Statement of Changes in Fund Balances. Revenue and other sources not provided for in the source captions listed on this worksheet should be entered under "Other Revenue Sources" and identified by source in the rows provided. Financial additions (other than revenue and gains) not provided in the source categories listed should be entered as "Other Financial Additions" with the specific source(s) identified on the rows provided. If you are using the electronic version of worksheet 1, the total for noncurrent funds should be generated automatically. The total for noncurrent funds additions should agree with the total additions for all noncurrent fund groups displayed in your Statement of Changes in Fund Balances.

COLUMN 7 – Total All Fund Groups — Enter the totals for all revenues, gains and other additions from column 1 (current funds) and column 6 (noncurrent funds). If you are using the electronic version of worksheet 1, the total for all fund groups should be generated automatically.

COLUMN 8 – Eliminations — Eliminate all financial flows which are not entity-wide revenues or gains. All eliminations should be entered as negative numbers. Make the following eliminations where applicable:

- All interfund activity additions which are included in any of the fund groups.
- Amounts recognized as "additions to land, buildings and equipment".
- Amounts recognized as "additions for retirement of indebtedness".
- Amounts included as additions from matured life income or other matured trust agreements.
- Amounts included in "other financial additions" which are offset by deductions in other fund groups.
- Intraorganizational activity recognized as a revenue and not as a recovery of expense. For instance, if auxiliary enterprise revenue included amounts charged to intraorganizational activities, the amount should be eliminated from auxiliary enterprise revenue.
- Scholarship and fellowship amounts (tuition discounts included in revenue) should be entered as an elimination in row 2. (See the definition for Scholarships and Fellowships in the appendix which describes what should/should not be included on this row.)

The total for eliminations in this column should agree with the total for eliminations in worksheet 2, columns 8 and 9.

COLUMN 9 – Adjustments — Make the following adjustments where applicable:

- To recognize the excess (deficiency) of restricted grant and contract revenue receipts over transfers to revenue as deferred revenue/advances (adjusted in worksheet 2).
- To include in gifts, grants and contracts (rows 7—10) revenue restricted contributions or restricted investment income treated as a direct addition to current fund balances.

The offset to the above credit(s) should result in the deletion of the amount of the excess (deficiency) reported in row 36, column 1, worksheet 2.

COLUMN 10 – Reclassification of Revenue Sources — Reclassify all revenues and gains to the IPEDS revenue and gains categories identified in worksheet 1 by an asterisk(*) placed next to the row. This should be done by entering a negative amount on the row for which the item is being reclassified from and either 1) a corresponding positive amount on the row for which the item is being reclassified to, or 2) a corresponding negative adjustment to the appropriate expense item on worksheet 2. These reclassifications include the following:

- To the extent possible, reclassify the "other revenue sources" to the standard IPEDS classifications. Where a revenue source cannot be reclassified to a standard IPEDS revenue category, the amount should be displayed in "other revenue sources" and identified.

GENERAL INSTRUCTIONS – F1-W — Continued

- b. Reclassify to IPEDS revenue/gain categories amounts in "other financial additions" (if any) which are recognized as revenues or gains (i.e. not eliminated as financial inflows).
- c. Reclassify from revenues/gains proceeds from sale of land, buildings and equipment, if separately recognized, and combine with amounts reported for the disposition of land, buildings and equipment in worksheet 2 to report the net loss or gain on the disposition of buildings and equipment. Where an adjustment has been included for the use of depreciable assets the accumulated use allowance should also be adjusted to obtain the net gain or loss on disposition of buildings and equipment.

COLUMN 11 – Entity-wide Total Revenue and Gains — Total from columns 7–10. If you are using the electronic version of worksheet 1, this total should be generated automatically.

NOTE: Be sure to net student tuition fees (column 1, row 1, minus column 8, row 2).

COLUMN 12 – Expendable for Operating Purposes — Enter from column 11 the amount of revenues/gains in each category which are available for operating activities.

COLUMN 13 – Restricted for Nonoperating Purposes — Enter from column 11 the amount of revenues/gains in each category which are restricted for nonoperating purposes or by time. This includes restricted additions to endowment, term endowment, for loan programs, amounts held subject to trust agreements, and contributions recognized as revenue where the resources are held in trust by others. Include only revenues or gains restricted by donors or grantors for nonoperating purposes or by time.

WORKSHEET 2 – EXPENSES AND OTHER DEDUCTIONS

THE INFORMATION PROVIDED IN COLUMNS 1–5 OF WORKSHEET 2 SHOULD BE IDENTICAL TO WHAT IS CONTAINED IN THE GENERAL PURPOSE FINANCIAL STATEMENTS. ADDITIONAL ROWS HAVE BEEN PROVIDED FOR ITEM CATEGORIES REPORTED IN THE FINANCIAL STATEMENTS THAT DO NOT MATCH THE ONES PROVIDED ON THE FORM.

The expense and deduction categories on this worksheet are consistent with Chapter 3 of the National Association of College and Business Officers (NACUBO) Financial Accounting and Reporting Manual (FARM), 1990. Respondents without access to the FARM can refer to the Appendix for relevant definitions of terms.

COLUMN 1 – Amount from Current Funds Statement Total Column — Enter the expenditure, other deduction and transfer amounts from the current year total column (unrestricted and restricted) of the Statement of Current Funds Revenues, Expenditures and Other Changes. The amounts reported in column 1 of worksheet 1 should agree with the total of all expenditures and deductions reported in the Statement of Current Funds Revenues, Expenditures and Other Changes. Expenditures and deductions that do not match the expense, deduction, and transfer categories provided in this worksheet should be included in "Other deductions" or "Other transfers" and identified in the space provided.

COLUMNS 2 through 6 – Noncurrent Fund Groups — Enter the expenditure, deduction, and transfer amounts for these funds from your Statement of Changes in Fund Balances. Expenditure, deduction, and transfer categories not provided for in the captions listed on this worksheet should be entered under "Other deductions" or "Other transfers" and identified. If you are using the electronic version of worksheet 2, the total for noncurrent fund should be generated automatically. The total for noncurrent funds groups expenditures, deductions, and transfers should agree with the total expenditures, deductions and transfers from noncurrent fund groups displayed in your Statement of Changes in Fund Balances.

COLUMN 7 – Total All Fund Groups — If you are using the electronic version of worksheet 2, the total for noncurrent funds should be generated automatically.

NOTE: All transfers should net to zero in this total column.

COLUMN 8 – Deduct Capitalized Expenditures Included in Column 1 — Include current funds capital expenditures for plant, equipment, construction, or debt principal payments.

NOTE: All of these amounts should be entered as negative numbers.

COLUMN 9 – Interfund/Intraorganizational Eliminations

NOTE: All of these amounts should be entered as negative numbers. Make the following eliminations where applicable:

- a. All deductions (entered for any of the fund groups displayed) that are financial flows but not economic changes (expenses or losses) for the fiscal period. This includes the following:
 - (1) Deductions included for "expended for land, buildings, and equipment" if capitalized and if not already deducted in column 8.
 - (2) Deductions included for "retirement of debt principal" if not already deducted in column 8.
 - (3) Deductions for payments to life income or other trust beneficiaries.
 - (4) Deductions for matured life income, annuity and other trust agreements.
 - (5) Deductions for refunds to grantors which represent adjustments to deferred revenue or advances.
 - (6) Other deductions identified unless these are expenses or losses. IF RECOGNIZED IN EXPENSES OR LOSSES, check the instructions for column 14 (Other Reclassifications) to determine if they should be reclassified there.
- b. Eliminate from functional expense categories intraorganizational charges included as expenses (and revenues in Worksheet 1), such as auxiliary enterprises to departments where recognized as a departmental expense and as auxiliary enterprise revenue and expense.

- c. Eliminate from scholarships and fellowships expense amounts applied internally to amounts due for tuition and fees. The result should be consistent with the definition of Scholarships and Fellowships in the appendix.

The total for Interfund and intraorganizational eliminations in columns 8 and 9 of worksheet 2 should equal the total for interfund and intraorganizational eliminations in worksheet 1 (Column 8).

COLUMN 10 – Adjustments — Make the following adjustments where applicable:

- a. Adjust amounts included in "excess (deficiency) of restricted receipts over expenditures" on row 36 which represent advances on grants and contracts to deferred revenue or advances. RECLASSIFY THE REMAINING EXCESS (DEFICIENCY) AMOUNTS TO THE APPROPRIATE REVENUE SOURCE (GIFTS, INVESTMENT INCOME OR INVESTMENT GAINS AND LOSSES) in Column 8, worksheet 1.
- b. Adjust refunds to grantors and recognize as an adjustment of deferred revenue and advances.
- c. If depreciation (use allowance) is not recognized in your general purpose financial statements:
 - (1) Enter in this column on row 12 an estimate of the current year depreciation (capital use allowance) for buildings, equipment and other depreciable property.
 - (2) Adjust the beginning net investment in building fund balance (worksheet 3, column 1, row 11) to reflect an estimate of the accumulated depreciation at the beginning of the fiscal year.
 - (3) Adjust the amount recognized for the disposal of buildings and equipment (on row 31 of worksheet 2) to reflect the economic gain or loss based on the proceeds from disposition and the adjusted basis of the land disposed of after giving recognition to both current year and prior year depreciation adjustments. (Also see the instruction for column 11 below.)

COLUMN 11 – Reclassify Depreciation to Functions — If depreciation is recognized in the general purpose financial statements and displayed with the unallocated expense caption, allocate the depreciation amount to the IPEDS expense functions, identified by an asterisk (*) placed next to the row, by eliminating the unallocated amount and distributing the total depreciation to each of the IPEDS expense functions based on your allocation method. If depreciation (or use allowance) is not included in your general purpose financial statements, allocate any unallocated amount of the adjustment in column 10 to the IPEDS expense functions (indicated by the asterisk) in this column by eliminating the unallocated amount and distributing the total to the IPEDS expense functions based on your allocation method.

COLUMN 12 – Reclassify Noncurrent Expenses to Functions — Allocate to the IPEDS expense functions, identified by an asterisk (*) placed next to the row, the noncurrent expenses from column 6 which are listed under the caption "unallocated expenses" (rows 12—19). All unallocated expenses except actuarial adjustments (row 17) should be allocated using rows 1—11.

COLUMN 13 – Reclassifications (Other) to Functions — To the extent possible, reclassify expenses and losses included in "Other deductions" or any remaining unallocated expenses to the standard IPEDS expense function and loss items identified in worksheet 2 by an asterisk (*) placed next to the row. Make every attempt to reclassify any amount contained in a row that IS NOT marked with an asterisk to a row that IS marked with an asterisk.

- a. Reclassify to a revenue discount amounts included in scholarships and fellowships on line 8 that are interfund or intraorganizational transfers (not payments or resource outflows to students). The amount remaining on this line should be the actual resource outflows of the institution for student aid.
- b. Reclassify any remaining expense/deductions that have not been allocated to the expense functions identified on rows 1—11. Losses and adjustments of obligations to third party beneficiaries of trust agreements should not be allocated to expense functions and should be separately displayed on rows 17 and 20—26.

COLUMN 14 – Entity-wide Total — Enter totals of amounts in columns 7—13. Entity-wide expenses and losses should appear only for items in lines 1—11, 17, and 20—26. If you are using the electronic version of Worksheet 2, the entity-wide total should be generated automatically.

WORKSHEET 3 – STATEMENT OF FINANCIAL POSITION

Worksheets 1 and 2 should be completed before completion of worksheet 3. The necessary adjustments to the asset, liability and net asset (fund balances) as displayed in your general purpose financial statements will flow from the adjustments included in worksheets 1 and 2.

COLUMN 1 – Amount Per General Purpose Financial Statements (Total of All Costs) — Enter the TOTAL of ALL FUND GROUP amounts as reported in the balance sheet of your general purpose financial statements. The total assets, total liabilities and total fund balances should agree with the totals displayed in the general purpose financial statements.

COLUMNS 2 AND 3 – Adjustments (Debits and Credits) — Based on the adjustments included in worksheets 1 and 2 adjust the asset, liability and net asset amounts for the following:

- a. Depreciation (use allowance) – Include the current year depreciation (use allowance) amount if not recognized in the general purpose financial statements and the accumulated depreciation for all prior years to display depreciable assets net of accumulated depreciation. Enter the depreciation for the current year (if not recognized in the general purpose financial statements) in column 3 (credits) on row 11 (land, buildings and equipment). An offsetting amount should also be entered in column 2 (debits) on row 38 (net investment in buildings). Also adjust for the cumulative effect of the recognition of depreciation in prior years. Enter the cumulative effect in column 3 (debits) on row 11 and the offsetting amount in column 2 (credits) on row 38.

GENERAL INSTRUCTIONS – F1-W – Continued

- b. Disposal of Land, Buildings, and Equipment – Adjust the accumulated depreciation amount recognized in entry (a) based on the adjusting entry required to recognize the gain or loss on disposal of land, buildings and equipment as displayed in worksheet 2. Enter the adjustment amount in column 2 (debits) on row 11 (land, buildings and equipment) and the offsetting amount in column 3 (credits) on row 38 (net investment in buildings).
- c. Current Funds Restricted (Fund Balance) – Reclassify from restricted fund balances to deferred revenues and advances (row 15) the amounts included in fund balances which are advances on federal, state, local and private grants and contracts. The adjusted fund balance remaining in "Current Funds – Restricted" should represent restricted gifts, restricted investment income and restricted investment gains and losses to the extent recognized. Enter the adjustment amount in column 3 (credits) on row 15 (deferred revenues and advances) and the offsetting amount in column 2 (debits) on row 30 (current funds – restricted).

Reclassification of Fund Balances – Reclassification of Fund Balances. Per the instruction for column 1 above, rows 29—41 of column 1 should contain the adjusted fund balances at the end of the fiscal year from your general purpose financial statements. To reclassify the fund balances, all adjustments (debits and credits in columns 2 and 3) should first be made to the fund balances and asset and liability amounts entered in column 1. The adjustments will change the fund balance in column 1 (either increasing or decreasing depending on the nature of the adjustment). Once the adjustments have been completed, all fund balances should be reclassified to the specific net asset funds provided on rows 25—28. A reclassification is required to transfer the adjusted amounts on rows 29—41 to the net asset funds (rows 25—28).

In general, unrestricted fund balances will be reclassified to one of the three unrestricted net asset funds (rows 25—27). True or term endowment will be reclassified to restricted (row 28).

Reclassify the net amounts in rows 29—41, column 1, to rows 25—28, columns 2 and 3 by doing the following:

- a. If the balance in rows 29—41, plus/minus the adjustments in columns 2 and 3 is positive (a credit balance), reclassify to the credit column of the appropriate net asset fund in rows 25—28.
- b. If the balance in rows 29—41, plus/minus the adjustments in columns 2 and 3 is negative (a debit balance), reclassify to the debit column of the appropriate net asset fund in rows 25—28.
- c. When finished, the total for debit adjustments in rows 29—41 must equal the total for credit adjustments in rows 25—28. Likewise, the total for credit adjustments in rows 29—41 must equal the total for debit adjustments in rows 25—28. If they do not, ensure that you reclassified all balances for all net assets in rows 29—41 to a net asset fund in rows 25—28.

Use the specific instructions below to reclassify the fund balances to the net asset fund categories on rows 25—28.

- a. Current Funds – Restricted (Row 30) – Any remaining balances in restricted current funds (row 30) after adjustments should be included in restricted net assets (row 28).
- b. Loan Funds (Rows 31 and 32) – Reclassify the fund balance to restricted net assets (row 28) for the amount of the fund balance that is restricted for loans based on donor/grantor stipulations. Institutional funds designated by the Board for loans should be reclassified as unrestricted and reported as "Unrestricted-Designated" on row 25.
- c. Endowment Funds (Row 33) – Reclassify to restricted net assets (row 28) the portion of the fund balance which represents the amounts contributed or reinvested based on donor stipulations. The remaining balance should be reclassified to "Unrestricted" and may be reported as "Unrestricted-Designated" on row 26.
- d. Term Endowment Funds (Row 34) – Reclassify the fund balance to "Restricted" on row 28.
- e. Quasi-Endowment Funds (Row 35) – Reclassify the fund balance to "Unrestricted-Designated" on row 26.
- f. Expendable Building Funds (Row 36) – Reclassify the fund balance to "Restricted" (row 28) where donor/grantor stipulations require use for buildings and equipment. Include the remaining balance as "Unrestricted-Designated" on row 26.
- g. Funds for Retirement of Debt (Row 37) – Reclassify the fund balance to "Unrestricted-Designated" (row 26) unless restricted for debt retirement by donor/grantors, in which case the balance should be reclassified to "Restricted" on row 28).
- h. Net Investment in Buildings (Row 30) – Reclassify to "Unrestricted – Net Investment in LB and E" (row 27) unless some portion of the net investment in buildings is subject to donor/grantor restriction as to use or time. If donor/grantor restrictions apply, reclassify to "Restricted" on row 28.
- i. Other Fund Balances (Rows 39—41) – Reclassify to the appropriate net asset class amount included in other fund groups as reported in the general purpose financial statements.

When completed, all fund balances should be reclassified to the categories on rows 25—28.

COLUMN 4 – Adjusted Balance Sheet Amount — The total of columns 1, 2, and 3. If you are using the electronic version of worksheet 3, this total should be generated automatically.

FORM IPEDS-F-1A
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEMFINANCE SURVEY
FY 1996

NOTE - The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools in the space provided on page 4.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 622-6193 or FAX number (301) 457-1540, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: January 15, 1997

1. Name of respondent

2. Title of respondent

3. Telephone

Area code, number, extension

4. E-Mail address

FAX number

PURPOSE OF THE SURVEY

The primary purpose of this survey is to collect basic data to describe the financial condition of postsecondary education in the nation; to monitor changes in postsecondary education finance; and to promote research involving institutional financial resources and expenditures. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States . . .," (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

USES OF DATA

Survey results will be used in a variety of ways. For example, they will be used, together with other data, to describe the condition of postsecondary education in the nation. The information will be summarized by various institutional categories to detect any changes over the years in the sources of revenues and types of expenditures. Results will allow institutions to compare their financial data to national averages. The data will also be merged with other institutional data, such as enrollment and completions, to provide a valuable national resource for institutional research.

Changes from the 1995 form for 1996 Finance Survey

- ▶ An additional form will be field tested in FY96 on a sample of private institutions. The field-test form will collect finance data using the entity-wide accounting model as required by the Financial Accounting Standards Board under statement of Financial Accounting Standard 117.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 10.0 hours per response, with an average of 3.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

F-1A

Note: If the institution or administrative unit named on this report is including Finance survey data for other institutions or branches in this report — *List the following information for the additional institutions or branches.*

[illegible]

Notes (Reference part, line, and column)

This form has been divided into two sections to facilitate reporting of financial data:

Section I: Current Year Report — FY 1996 is to be completed by the respondent and returned to the address shown on the cover page. *Do not record data in shaded areas.*

Section II: Prior Year Reported Data — FY 1995 is a copy of the data reported by your institution last year. Please use this as a reference for reporting FY 1996 data and keep it in your files with a copy of your FY 1996 submission.

Section I CURRENT YEAR REPORT — FY 1996

Part A — CURRENT FUNDS REVENUES BY SOURCE

This report covers finance activity for the 12-month fiscal year beginning

_____, 199 ____ and ending _____, 199 ____.

Line No.	Source of funds		Amount (whole dollars)		
			Unrestricted (1)	Restricted (2)	TOTAL (3)
01	Tuition and fees		\$	\$	\$
	Government appropriations				
02	Federal				
03	Through State channels	\$			
04	State				
05	Local				
	Government grants and contracts				
06	Federal				
07	State				
08	Local				
09	Private gifts, grants, and contracts				
10	Endowment income				
11	Sales and services of educational activities				
12	Auxiliary enterprises				
13	Hospitals				
14	Other sources				
15	Independent operations				
16	TOTAL CURRENT FUNDS REVENUES (Sum of lines 1, 2, 4—15)		\$	\$	\$

Section I

CURRENT YEAR REPORT - FY 1996 — Continued

F-1A

Part B - CURRENT FUNDS EXPENDITURES BY FUNCTION

Line No.	Function of expenditures		Amount (whole dollars)			Amount for salaries and wages without employee fringe benefits (included in col. 3) (4)
			Unrestricted (1)	Restricted (2)	TOTAL (3)	
01	EDUCATIONAL AND GENERAL:		\$	\$	\$	\$
01	Instruction					
02	Research					
03	Public service					
04	Academic support					
05	Includes library expenditures of	\$				
06	Student services					
07	Institutional support					
08	Operation and maintenance of plant					
09	Scholarships and fellowships — from Part E, line 7					
10	Mandatory transfers					
11	Nonmandatory transfers educational activities					
12	TOTAL EDUCATIONAL AND GENERAL EXPENDITURES AND TRANSFERS For columns 1—3 — (Sum of lines 1—4, 6—11) For column 4 — (Sum of lines 1—4, 6—8)		\$	\$	\$	\$
13	Auxiliary enterprises		\$	\$	\$	\$
14	Includes mandatory transfer of	\$				
15	Includes nonmandatory transfer of	\$				

Section I CURRENT YEAR REPORT - FY 1996 — Continued

F-1A

Part B - CURRENT FUNDS EXPENDITURES BY FUNCTION - Continued

Line No.	Function of expenditures		Amount (whole dollars)			Amount for salaries and wages without employee fringe benefits (included in col. 3) (4)
			Unrestricted (1)	Restricted (2)	TOTAL (3)	
16	Hospitals		\$	\$	\$	\$
17	Includes mandatory transfer of	\$				
18	Includes nonmandatory transfer of	\$				
19	Independent operations					
20	Includes mandatory transfer of	\$				
21	Includes nonmandatory transfer of	\$				
22	TOTAL CURRENT FUNDS EXPENDITURES AND TRANSFERS (Sum of lines 12, 13, 16, and 19)		\$	\$	\$	\$
Line No.	Function of expenditures					Employee compensation (4)
23	Total salaries and wages for E&G (Sum of column 4, lines 1—4 and 6—8. See line 12.)					\$
24	Total E&G employee fringe benefits paid from institutional accounts					
	Total E&G employee fringe benefits paid from noninstitutional accounts:					
25	Not included on line 12, column 3					
26	Included on line 12, column 3					
27	TOTAL E&G EMPLOYEE COMPENSATION (Sum of lines 23—26)					\$

▶ Part C — CLARIFYING QUESTIONS REGARDING TOTAL E&G
EXPENDITURES AND REVENUES

1. Institutional systems — Is this unit part of an institutional system?

1 ☐ Yes — Are any costs for the operation
of central administration
included in this report? —————→

1 ☐ Yes — Enter amount

\$

2 ☐ No

2 ☐ No

2. Tuition and fees

a. Tuition and fees (Copy Part A, line 1, column 3.)

\$

b. Tuition and fees collections (including remissions) used for purposes other
than current operations (e.g., debt retirement, additions to plant)
REPORTED in Part C, line 2a above.

\$

c. Tuition and fees collections (including remissions) used for purposes other
than current operations (e.g., debt retirement, additions to plant) not
REPORTED in Part C, line 2a above.

\$

d. TOTAL TUITION AND FEES (a + c)

\$

3. Intercollegiate athletics — Does this institution have an intercollegiate athletic program?

1 ☐ Yes — It is funded through one or more of the following accounts —
Mark (X) all that apply and enter dollar amount. ↗

Institutional accounts

3 ☐ Amount reported as part of Auxiliary enterprises (Part B, line 13)

\$

4 ☐ Amount reported as part of Instruction (Part B, line 1)

\$

5 ☐ Amount reported as part of Student services (Part B, line 6)

\$

Corporate or foundation account

6 ☐ Amount funded from a separate corporation or foundation

\$

2 ☐ No

4. Summer session(s)

a. Does your institution operate a summer session(s)?

1 ☐ Yes — Does the summer session(s) operate independently of the main academic portion of
the institution? (For example, its academic mission may be significantly different, it may
have its own admissions requirements, course offerings, completions requirements, and/or
record keeping system.)

1 ☐ Yes — Enter amounts —————→

Revenues

\$

Expenditures

\$

2 ☐ No

2 ☐ No — SKIP to item 5

b. Have you included the revenues in Part A (Current Funds Revenues by Source) of this form?

1 ☐ Yes

2 ☐ No

c. Have you included the expenditures in Part B (Current Funds Expenditures by Function) of
this form?

1 ☐ Yes

2 ☐ No

**Part C — CLARIFYING QUESTIONS REGARDING TOTAL E&G
EXPENDITURES AND REVENUES — Continued**

5. Excluded financial activities

Were there any financial activities involving the receipt of revenues or the expenditure of funds (e.g., receipt and expenditure of funds by a subentity of the institution) which were not included in either parts A or B above? Examples of subentities include: extension divisions or programs; agricultural experiment stations and extension services; and research laboratories.

a. ☐ Yes — Enter amounts —————→ Revenues \$
Expenditures \$

List the types of subentities whose financial activities were not included in either part A or part B.

Type of subentity (1)	Financial activities excluded from — Mark (X) all that apply.	
	Part A (2)	Part B (3)

b. ☐ No

6. Other exclusions — Are some educational and general expenditures paid from other than institutional sources so that they are NOT included in Part B?

1 ☐ Yes — Enter amount
2 ☐ No

\$

7. Employee fringe benefits — From which of the following are employee fringe benefits paid?

Mark (X) only one.

- 1 ☐ All employee fringe benefits included on Part B, line 12, column 3 are charged against Institutional support (Part B, line 7) and NOT to the functional categories to which they are attributable
- 2 ☐ All employee fringe benefits included in Part B, line 12, column 3 are charged against attributable functional categories (i.e., Instruction, Research, Public service, Academic support, Student services, Operation and maintenance of plant, Part B, lines 1—4, 6 and 8) as well as to Institutional support (Part B, line 7)

8. Interest income and total gains (net of losses)

a. Revenues from other sources (Copy Part A, line 14, column 3.)

\$

b. Total interest income included on line 8a above

\$

c. Total gains (net of losses) included on line 8a above

\$

Part D – UTILITY EXPENDITURES

Line No.	Expenditures	Amount (whole dollars)
01	TOTAL EXPENDITURES FOR UTILITIES (Exclude hospitals.)	\$

Part E — SCHOLARSHIP AND FELLOWSHIP EXPENDITURES
(To be completed by institutions responding to Part B, line 9)

Line No.	Source	Amount (whole dollars)		
		Unrestricted (1)	Restricted (2)	TOTAL (3)
01	Federal government Pell Grants		\$	\$
02	Other Federal	\$		
03	State government			
04	Local government			
05	Private			
06	Institutional			
07	TOTAL SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (Sum of lines 1—6; this total must equal corresponding totals on Part B, line 9, cols. 1—3)	\$	\$	\$

Part F — EXPENDITURES FOR ACQUISITIONS OF LIBRARY MATERIALS

Line No.	Expenditures	Amount (whole dollars)
01	Expenditures for library acquisitions, included in Part B, line 5	\$
02	Expenditures for library acquisitions, NOT included in Part B, line 5	
03	TOTAL EXPENDITURES FOR LIBRARY ACQUISITIONS (Sum of lines 1 and 2)	\$

Part G — INDEBTEDNESS ON PHYSICAL PLANT

Line No.	Balances and transactions	Amount (whole dollars)
01	Balance owed on principal at beginning of year	\$
02	Additional principal borrowed during year	
03	Payments made on principal during year	
04	Balance owed on principal at end of year (Line 1, plus line 2, minus line 3)	\$
05	Interest payments on physical plant indebtedness	\$

Section I CURRENT YEAR REPORT - FY 1996 — Continued

F-1A

Part H - DETAILS OF ENDOWMENT ASSETS

Does this institution or any of its foundations or other affiliated organizations own endowment assets? - Mark (X)

¹ ☐ Yes — Continue reporting assets for all in Part H.

² ☐ No — Do not complete Part H.

Line No.	Balances and yield	Book value (1)	Market value (2)	Amount (3)
01	Value of endowment assets at the beginning of the fiscal year	\$	\$	
02	Value of endowment assets at the end of the fiscal year			
03	Endowment yield (dividends, interest, rents, royalties, etc.)			\$
04	Endowment yield (Line 3) transferred to endowment fund			
05	Transfer from the endowment fund to the current fund (only for those institutions employing the total return concept and spending rule)			

Part I - SELECTED FUNDS BALANCES

Line No.	Funds	Amount
01	Current funds balance	\$
02	Funds functioning as endowment balance	
03	Unexpended plant funds balance	
04	Funds for renewals and replacements balance	
05	Funds for retirement of plant debt balance	
06	TOTAL (Sum of lines 1—5)	\$

Section I CURRENT YEAR REPORT – FY 1996 — Continued

F-1A

Part J — HOSPITAL REVENUES

(To be completed by institutions responding to Part A, line 13)

Line No.	Source	Amount (whole dollars)		
		Unrestricted (1)	Restricted (2)	TOTAL (3)
01	Government appropriations Federal	\$	\$	\$
02	State			
03	Local			
04	Sales and services			
05	All gifts, grants, and contracts			
06	Endowment income			
07	Other sources			
08	Total (Sum of lines 1—7; this total must equal corresponding totals on Part A, line 13, columns 1—3)	\$	\$	\$

Part K – PHYSICAL PLANT ASSETS

Line No.	Type of asset	Book value at beginning of year (1)	Additions during year (2)	Deductions during year (3)	Book value at end of year (4)	Current replacement value (est.) (5)
01	Land	\$	\$	\$	\$	
02	Buildings					\$
03	Equipment					

Notes

GENERAL INSTRUCTIONS — F-1A

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report. The categories of current funds revenues (part A), current funds expenditures (part B), and the statement of selected funds balances (part I) are designed to be consistent with an audited financial statement, with definitions in Financial Accounting and Reporting Manual for Higher Education (published in 1990 by the National Association of College and University Business Officers) and with Audits of Colleges and Universities (amended in 1975) by the American Institute of Certified Public Accountants.

Numbers in parentheses at the end of paragraphs refer to pages in Financial Accounting and Reporting Manual for Higher Education.

Include medical school revenues and expenditures as appropriate. Exclude hospital revenues and expenditures except as directed for part A, line 13; part B, lines 16–18; and part J.

Report all data in WHOLE DOLLARS only; omit cents. For any item on the report where exact data do not exist, give estimates. Items are cited by column and line number.

A blue form containing prior year data is included in your packet. The prior year data may have been adjusted by IPEDS processing staff to resolve errors detected during the edit process. If you did not respond to last year's survey, the prior year information may have been imputed based on data reported by similar institutions in your region.

Please do not return the prior year data section or the instructions with your FY 1996 report.

INSTITUTIONAL IDENTIFICATION

Make any necessary corrections to the preprinted address information in the space provided on the front page of this report. Enter the name, title, and area code and telephone number of the person responsible for completing the report.

COMBINED DATA FOR MORE THAN ONE CAMPUS OR INSTITUTION

If data for more than one campus or more than one institution are being reported on this survey form, use the table on page 4 of the survey form to list information which identifies all campuses and institutions which are included.

PERIOD OF THE REPORT

Report finances for the most recent complete fiscal year. Indicate the starting month (using 2 digits), starting year, ending month (using 2 digits), and ending year of the fiscal year followed by your institution.

PART A — CURRENT FUNDS REVENUES BY SOURCE

Unrestricted current funds — Resources received by an institution that have no limitations or stipulations placed on them by external agencies or donors.(302)

Restricted current funds — Resources provided to an institution that have externally established limitations or stipulations placed on their use. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds.(209, 215, 302)

Current funds revenues — Include (1) all unrestricted gifts, grants, and other resources earned during the reporting period, and (2) restricted resources to the extent that such funds were expended for current operating purposes. Current funds revenues do not include restricted current funds received but not expended because these revenues have not been earned.(310)

Source of funds

Line 1 – Tuition and fees — Report all tuition and fees (including student activity fees) assessed against students for education purposes. Include tuition and fee remissions or exemptions even though there is no intention of collecting from the student. Include here those tuitions and fees that are remitted to the State as an offset to the State appropriation. (Charges for room, board, and other services rendered by auxiliary enterprises are not reported here, see line 12.)(311)

Lines 2–5 – Government appropriations — Include all amounts received by the institution through acts of a legislative body, except grants and contracts. These funds are for meeting current operating expenses, not for specific projects or programs. An example is Federal land-grant appropriations (line 2). Pell Grants are not reported here, but on line 6, as they are grants, not appropriations. Federal appropriations received through State channels is a subset of line 2 and should be included on line 2 for Federal appropriations, as well as reported separately on line 3.(312)

Lines 6–8 – Government grants and contracts — Report revenues from governmental agencies that are for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Related indirect costs recovered should be reported as unrestricted revenues (column 1). Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted current funds revenues (column 2). Include Pell Grants on line 6, column 2. Federal grants and contracts received through State channels should be reported on line 6.(313)

Line 9 – Private gifts, grants, and contracts — Report revenues from private donors for which no legal consideration is involved and private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Include only those gifts, grants, and contracts that are directly related to instruction, research, public service, or other institutional purposes. Monies received as a result of gifts, grants, or contracts from a foreign government should be reported here. Include the estimated dollar amount of contributed services on this line.(314,430)

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – F-1A — Continued

PART A — CURRENT FUNDS REVENUES BY SOURCE — Continued

Line 10 – Endowment income — Report (1) the unrestricted income of endowment and similar funds; (2) restricted income of endowment and similar funds to the extent expended for current operating purposes; and (3) income from funds held in trust by others under irrevocable trusts. Do not include capital gains or losses unless the institution has adopted a spending formula by which it expends not only the yield but also a prudent portion of the appreciation of the principal; in this case, the amount calculated by the total return concept would be reported. If any such gains are spent for current operations, these should be treated as transfers, not revenues. Exclude endowment income for hospitals. (315,359,360)

Line 11 – Sales and services of educational activities — Report revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, scientific and literary publications, testing services, university presses, and dairy products.(316)

Line 12 – Auxiliary enterprises — Report revenues generated by the auxiliary enterprise operations that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters.(317)

Line 13 – Hospitals — Include a hospital operated by the institution and clinics associated with training. Include gifts, grants, appropriations, research revenues, and endowment income. Exclude clinics that are part of the student health services program. Include all amounts appropriated by governments (Federal, State, local) for the operation of hospitals. (Sales and services revenues should be net of discounts and allowances. Hospital revenues included here should also be reported in part J.)(318) Exclude medical schools.

Line 14 – Other sources —Include all revenues not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity or life income agreements, if not material. Include revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time). Such sales should not be confused with those on line 11, which are typically by-products of instruction or training.(319)

Line 15 – Independent operations — Include all revenues associated with operations independent of the primary missions of the institution. This category generally includes only those revenues associated with major Federally funded research and development centers. Do not include the net profit (or loss) from operations owned and managed as investments of the institution's endowment funds.(320)

Line 16 – Total current funds revenues — Report here the sum of lines 1, 2, and 4 through 15, inclusive.

PART B — CURRENT FUNDS EXPENDITURES BY FUNCTION

Current funds expenditures and transfers — The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes.(330)

Column 4 – Salaries and wages without employee fringe benefits — Report the amount of total expenditures for salaries and wages. Include the salaries and wages of all personnel, full- and part-time, paid through each functional account. Do not include any expenditures for College Work Study or for employee fringe benefits as part of salary expenditures. Expenditures for employee fringe benefits are to be reported on lines 24–26, column 4. Note that in part B the amounts reported for salaries and wages in column 4 are to be included in columns 1–3.

Employee fringe benefits — Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.

Functions of expenditures

Line 1 – Instruction — Expenditures of the colleges, schools, departments, and other instructional divisions of the institution and expenditures for departmental research and public service that are not separately budgeted should be included in this classification. Include expenditures for both credit and noncredit activities. Exclude expenditures for academic administration where the primary function is administration (e.g., academic deans). (Such expenditures should be reported on line 4.) The instruction category includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students.(332)

Line 2 – Research — This category includes all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. Do not report nonresearch sponsored programs (e.g., training programs).(333)

Line 3 – Public service — Report all funds budgeted specifically for public service and expended for activities established primarily to provide noninstructional services beneficial to groups external to the institution. Examples are seminars and projects provided to particular sectors of the community. Include expenditures for community services and cooperative extension services.(334)

Lines 4 and 5 – Academic support — This category includes expenditures for the support services that are an integral part of the institution's primary mission of instruction, research, or public service. Include expenditures for libraries (required separately on line 5), museums, galleries, audio/visual services, academic computing support, ancillary support, academic administration, personnel development, and course and curriculum development. Include expenditures for veterinary and dental clinics if their primary purpose is to support the institutional program. (Include line 5 expenditures in the line 4 total for academic support.)(335)

Line 6 – Student Services — Report funds expended for admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, and student health services (except when operated as a self-supporting auxiliary enterprise). Include the administrative allowance for Pell Grants.(336)

GENERAL INSTRUCTIONS – F-1A — Continued

Line 7 – Institutional support — Report expenditures for the day-to-day operational support of the institution, excluding expenditures for physical plant operations. Include expenditures for general administrative services, executive direction and planning, legal and fiscal operations, and public relations/development.(337)

Line 8 – Operation and maintenance of plant — Report all expenditures for operations established to provide service and maintenance related to grounds and facilities used for educational and general purposes. Also include expenditures for utilities, fire protection, property insurance, and similar items. Do not include expenditures made from the institutional plant funds account.(338)

Line 9 – Scholarships and fellowships — Report all expenditures given in the form of outright grants and trainee stipends to individuals enrolled in formal course work, either for credit or noncredit. Aid to students in the form of tuition or fee remissions should be included. (Exclude those remissions that are granted because of faculty or staff status. Charge these to staff benefits.) Do not report College Work Study program expenses here; report these expenses where the student served (e.g., dining hall, line 13; for a professor, line 1). Include Pell Grants in column 2. (Additional information on scholarships and fellowships included here should also be reported in part E. It is advisable to complete part E before filling out part B, as the total on line 9 of part B should match line 7 of part E.)(339)

Line 10 – Mandatory transfers — Mandatory transfers from current funds are those that must be made in order to fulfill a binding legal obligation of the institution. Report mandatory debt-service provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest; and (2) required provisions for renewal and replacements to the extent not financed from other sources. Include also the institutional matching portion for Perkins Loans when the source of funds is current revenue. (Do not report transfers into the current fund i.e., negative numbers.)(340)

Line 11 – Nonmandatory transfers — Include those transfers from current funds to other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, funds functioning as endowment, general or specific plant additions, voluntary renewals and replacement of additions, voluntary renewals and replacement of plant, and prepayments on debt principal.(341)

Line 12 – Total educational and general expenditures and transfers — For columns 1–3, enter here the sum of lines 1–4 and 6–11. For column 4, enter the sum of lines 1–4 and 6–8. Additional information for employee fringe benefits included here should also be reported on line 24 and/or line 26 and in part C, question 7.

Line 13 – Auxiliary enterprises — This category includes those essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and barber shops. (Include the mandatory and nonmandatory transfers amounts on lines 14 and 15 in the line 13 amount for columns 1–3 only.)(342)

Line 14 – Mandatory transfers for auxiliary enterprises — Report the amount transferred from current funds for mandatory debt service provisions relating to auxiliary enterprises. Examples include maintenance reserves.(340)

Line 15 – Nonmandatory transfers for auxiliary enterprises — Report the amount transferred from current funds for nonmandatory debt service provisions relating to auxiliary enterprises.(341)

Line 16 – Hospitals — Report all expenditures associated with the operation of a hospital, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical plant operations. If the institution accounts for depreciation under FASB Standard No. 93, such depreciation should be accounted for here. (Include the mandatory and nonmandatory transfers amounts on lines 17 and 18 in the line 16 amount for columns 1–3 only.)(343)

Line 19 – Independent operations — Include all funds expended for operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service), although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenditures of major Federally funded research and development centers. Do not include the expenditures of operations owned and managed as investments of the institution's endowment funds. (Include the mandatory and nonmandatory transfers amounts on lines 20 and 21 in the line 19 amount for columns 1–3 only.)(344)

Line 22 – Total current funds expenditures and transfers — Report the sum of lines 12, 13, 16, and 19.

Line 23 – Total salaries and wages for E&G — Report total current funds expenditures for salaries and wages. This is the sum of column 4, lines 1–4 and 6–8.

Line 24 – Total E&G employee fringe benefits paid from institutional accounts — Report the portion of benefits paid from institutional accounts on line 24. If no employee benefits are paid through institutional accounts, report a zero here. Additional information on employee fringe benefits included here should also be reported in part C, question 7.

Line 25 – Total E&G employee fringe benefits paid from noninstitutional accounts (not included on line 12, column 3) — Report the portion of benefits paid from noninstitutional accounts that are not included on line 12, column 3.

Line 26 – Total E&G employee fringe benefits paid from noninstitutional accounts (included on line 12, column 3) — Report the portion of benefits paid from noninstitutional accounts that is included on line 12, column 3. Additional information on employee fringe benefits included here should also be reported in part C, question 7.

Line 27 – Total E&G employee compensation — Report total current funds expenditures for compensation. This is the sum of total salaries and wages (line 23) and total employee fringe benefits (lines 24–26). Additional information on employee fringe benefits included here should also be reported in part C, question 7.

PART C — CLARIFYING QUESTIONS REGARDING TOTAL E&G EXPENDITURES AND REVENUES

Questions in part C request information on expenditures and revenues from accounts not always controlled by the reporting institution. These clarifying questions are primarily intended to identify categories where expenditures may be made for the institution over which the institution has no control and which may not be included in the E&G expenditures report. In contrast, an institutional account is one in which the institution maintains fiscal control of revenues or expenditures and has full knowledge of the amounts flowing through the account.

Item 1 – Institutional systems — Indicate if the institution is part of a system and, if it is, whether any costs for the operation of the central administration are included in this report.

GENERAL INSTRUCTIONS - F-1A — Continued

PART C — CLARIFYING QUESTIONS REGARDING TOTAL E&G EXPENDITURES AND REVENUES — Continued

Item 2 – Tuition and fees — If any amount of tuition and fees (including remissions) is dedicated to a purpose other than operations (e.g., debt retirement, additions to plant), specify the amount.

Item 3 – Intercollegiate athletics — Indicate how intercollegiate athletics are funded, and if included in the expenditures report, under which function they are included.

Item 5 – Excluded Financial Activities — Indicate whether revenues or expenditures of subentities of the institution have been excluded from Parts A and/or B. If "Yes," indicate the total amount(s) excluded, the type of the subentity(ies) for which exclusions have occurred, and from which Part(s) the amounts were excluded.

Item 6 – Other exclusions — Report if there are other exclusions in the expenditures report, and if so, the amount.

Item 7 – Employee fringe benefits — These questions refer to the total employee fringe benefits reported in part B, line 24 or line 26. Indicate where employee fringe benefits included in part B, line 12, column 3 are charged.

PART D — UTILITY EXPENDITURES

Line 1 – Total expenditures for utilities — Report all expenditures for utilities in the operation and maintenance of plant, auxiliary enterprises, and independent operations. Exclude expenditures for hospitals.(338) Utilities include expenditures for electricity, gas, fuel oil, coal, water, sewerage, etc., used to provide heat, air conditioning, water, and sewerage to institutional facilities. Expenditures for telephones and telephone services should not be included. If power is generated by the institution's own power plant, include the operating costs here.

PART E — SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions responding to part B, line 9.)

Scholarships are defined as grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Fellowships are defined as grants-in-aid and trainee stipends to graduate students. They do not include funds for which services to the institution must be rendered, such as payments for teaching or student loans. Remission of tuition in exchange for a service such as teaching should be classified as an instruction expenditure. However, remission of tuition because of faculty status or a family relationship should be categorized as a fringe benefit. Exclude college work study funds.

Line 1 – Federal government/Pell Grants — Report the amount of Pell Grants disbursed by your institution.

Line 2 – Federal government/other Federal — Report expenditures for scholarships and fellowships, excluding Pell Grants, that were received from Federal government agencies. Include Supplemental Educational Opportunity Grants (SEOGs). Report institutional matching funds for SEOGs under institutional expenditures. Include the Federal support portion of State Student Incentive Grants (SSIGs).

Line 3 – State government — Report expenditures for scholarships and fellowships that were provided by your State such as the State share of State Student Incentive Grants (SSIGs). Report portable student aid from another State as a State source.

Line 4 – Local government — Report expenditures for scholarships and fellowships that were provided by local governments.

Line 5 – Private — Report expenditures for scholarships and fellowships received from private sources (e.g., businesses, foundations, individuals, foreign governments).

Line 6 – Institutional — Report expenditures for scholarships and fellowships from revenues that were generated by your institution. The institutional matching portion of Federal, State or local grants should be reported here.

Line 7 – Total scholarship and fellowship expenditures — Report the total expenditures for scholarships and fellowships. This is the sum of lines 1–6. The totals on this line must equal the corresponding totals on part B, line 9, columns 1–3. Also, Federal, State and local scholarships and fellowships should be included in part A, lines 6–8, column 2.

PART F — EXPENDITURES FOR ACQUISITIONS OF LIBRARY MATERIALS

Line 1 – Expenditures for library acquisitions included on part B, line 5 — Report expenditures for acquisitions of library materials that are included in part B, line 5 (current funds expenditures). Library acquisitions include all print material, microfilm, microfiche, audio-visual materials such as records and films, and computer software. Do not include expenditures for hardware of any kind. For example, do not include expenditures for computer terminals, microfiche readers, record players, or projectors.

Line 2 – Expenditures for library acquisitions not included in part B, line 5 — Report all other expenditures (capital funds) for acquisitions of library materials (excluding land and buildings) not reported in part B, line 5.

Line 3 – Total expenditures for library acquisitions — Report the total expenditures for acquisitions of library materials, both current funds and capital funds (excluding land and buildings). This is the sum of lines 1 and 2.

PART G — INDEBTEDNESS ON PHYSICAL PLANT

Report data on indebtedness liability against the physical plant. Include auxiliary enterprises facilities as well as educational and general facilities. Exclude debt issued and backed by the state government.

Line 1 – Balance owed on principal at beginning of year — Balance owed on indebtedness principal at the beginning of the year is that amount shown in the liability section of the plant fund balance sheet.

Line 2 – Additional principal borrowed during year — Additional principal borrowed during the year includes loans negotiated through bonds, mortgages, notes, or any other type of financing (including short-term notes) and amounts borrowed from other institutional funds for physical plant.

Line 3 – Payments made on principal during year — Payments on plant loans principal during the year is the amount used to reduce the principal of loans, regardless of the source of funds.

Line 4 – Balance owed on principal at end of year — Balance owed on indebtedness principal at the end of the year is that amount shown in the liability section of the plant fund balance sheet. It is the sum of line 1 plus 2, less line 3.

Line 5 – Interest payments on physical plant indebtedness — Report the total interest charges paid during the fiscal year on physical plant indebtedness. Exclude principal repayments (see line 3).

PART H — DETAILS OF ENDOWMENT ASSETS

Report the amounts of gross investments of endowment, term endowment, and funds functioning as endowment for the institution and any of its foundations and other affiliated organizations.(444) DO NOT reduce investments by liabilities for part H. (Part I requests endowment funds net of liabilities and, therefore, may be different from the totals reported for part H.)(355-360)

GENERAL INSTRUCTIONS – F-1A — Continued

IN THE AREA ABOVE LINE 01 OF THIS PART, MARK (X) THE APPROPRIATE BOX TO INDICATE IF YOUR INSTITUTION OR ANY OF ITS FOUNDATIONS OR OTHER AFFILIATED ORGANIZATIONS OWN OR DO NOT OWN ENDOWMENT ASSETS. ALL INSTITUTIONS ARE TO COMPLETE THIS QUESTION.

Line 1 – Value of endowment assets at the beginning of the fiscal year — If the market value of some investments is not available, use whatever value was assigned by the institution in reporting market values in the annual financial report.

Line 3 – Endowment yield (dividends, interest, rents, royalties, etc.) — Yield includes all earnings (not realized gains) on investments of endowments, regardless of distribution made of the earnings to various institutional funds. Interest, dividends, and amortization of purchased discounts and premiums should be included. This figure should be identical to the endowment yield figure reported in the audited general purpose financial statements.

Line 4 – Endowment yield transferred to endowment fund — Report here endowment yield not retained in current funds but transferred to the endowment fund. Excess yield is the endowment income earned over and above the amount authorized to spend under a "spending rule".(359)

Line 5 – Transfers from the endowment fund to the current fund — The amount representing the portion of capital gains allocated to spend for those institutions employing the total return method.

PART I — SELECTED FUNDS BALANCES

Selected funds balances should include both unrestricted and restricted funds balances. Expendable funds balances are assets minus liabilities in each fund group. Report balances as of the end of your institution's fiscal year.

Line 1 – Current funds balance — Current funds are those economic resources expendable for carrying out the primary purposes of colleges and universities: instruction, research, and public service.(301)

Line 2 – Funds functioning as endowment balance — Sometimes referred to as quasi-endowment funds. Otherwise spendable resources that have been invested because of internal decisions of the institution's governing board or, through delegation from the board, by management. Funds functioning as endowment are nonmandatory transfers from current funds rather than a direct addition to endowment and similar funds, as occurs for the true endowment categories.(358)

Line 3 – Unexpended plant funds balance — Unexpended resources derived from various sources to finance the acquisition of long-lived plant assets and the associated liabilities.

Assets of this subgroup may consist of cash, investments, accounts receivable, amounts due from other fund groups, and construction in progress. Liabilities may consist of accounts, bonds, notes, mortgages, and leaseholds payable, as well as amounts due to other fund groups.(382)

Line 4 – Funds for renewals and replacements balance — The resources of this subgroup provide for the renewal and replacement of plant fund assets as distinguished from additions and improvements to plant. In general, an improvement constitutes the removal of a major part or component of a building or piece of equipment and

the substitution of a different part or component with improved or superior operating capabilities. A renewal or replacement, on the other hand, involves the removal of a major part or component of a building or piece of equipment and the substitution of a different part or component of essentially the same type and with the same performance capabilities as what was removed.

Assets of this subgroup may include cash, investments, deposits with others, amounts due from other fund groups, and construction in progress. Liabilities may consist of accrued liabilities; accounts, notes, and bonds payable; and amounts due to other fund groups.(383)

Line 5 – Funds for retirement of plant debt balance — These funds are used to account for the accumulation of resources for interest and principal payments and other debt service charges, including contributions for sinking funds, relating to plant fund indebtedness.

Assets of this subgroup may include cash, investments, deposits with others, accounts and notes receivable, and amounts due from other fund groups. Liabilities may consist of accruals and accounts payable for trustees' fees and other debt service charges, as well as amounts due to other fund groups.(384)

PART J — HOSPITAL REVENUES (To be completed by institutions responding in part A, line 13)

This section requests detail on hospital revenues reported in Part A, line 3. If the institution has fiscal control over a major public service hospital, (not medical school), the revenues for, or generated by, such a hospital should be reported here.

Line 1 – Federal appropriations — Report the amount appropriated by the Federal government for the operation of a hospital.

Line 2 – State appropriations — Report the amount appropriated by the State government for the operation of a hospital.

Line 3 – Local appropriations — Report the amount appropriated by the local government for the operation of a hospital.

Line 4 – Sales and services — Report revenues (net of discounts, allowances, and provisions for doubtful accounts) generated by hospitals from daily patient, special, and other services. Revenues of health clinics that are part of a hospital should be included in this category, unless such clinics are part of the student health services program.

Line 5 – All gifts, grants, and contracts — Report the sum of gifts, grants, and contracts provided by governmental agencies, private sources (businesses, foundations, individuals), and foreign governments that were for the operation of a hospital. Include the estimated dollar amount of contributed services on this line.(430)

Line 6 – Endowment income — Report that portion of endowment income (Included in part A, line 13) that is for the operation of a hospital.

Line 7 – Other sources — Report all revenues or items not covered elsewhere.

Line 8 – Total — Report the total hospital revenues. This is the sum of lines 1–7. The totals on this line must equal the corresponding totals in part A, line 13, columns 1–3.

GENERAL INSTRUCTIONS – F-1A — Continued

PART K — PHYSICAL PLANT ASSETS

Assets may consist of land, buildings, improvements other than buildings, equipment, and library books. Report the values of land, buildings, and equipment owned, rented, or used by the institution. Do not include those plant values which are a part of endowment or other capital fund investments in real estate. Data for the institution that are not kept on the books of account of the institution, but are kept in the records of another organization or agency for the institution should be included (e.g., State schools should report physical plant assets even though the records are maintained by a State agency). Exclude construction in progress; report completed buildings as additions when accepted.(385)

Column 1 – Book value at beginning of year — Book value of the plant at the beginning of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Book value for institutional plant assets is the purchase or construction cost of purchased or constructed assets or the market price at the time of the gift for donated assets. If the institution accounts for depreciation under FASB Standard No. 93, such depreciation should be taken into account when calculating book value for part K.

Note — Part K requests only the book value of the assets (gross book value), not book value net of any liabilities (mortgages, notes outstanding).

Column 2 – Additions during year — Additions during the year are additions to the plant made through purchases, by gifts-in-kind from donors, and from other additions. Exclude construction in progress.

Column 3 – Deductions during year — Deductions from the plant are deductions resulting from selling, razing, fire, and other hazards, or other disposition of assets.

Column 4 – Book value at end of year — Book value of the plant at the end of the fiscal year is the dollar amount of value as shown on the institution's accounting records. Column 4 is the sum of columns 1 and 2, less column 3.

Column 5 – Current replacement value (est.) — Report or estimate the current costs to replace all buildings and equipment owned, rented, or used by the institution. Report recent appraisal value or what is currently carried as insurance replacement value. Do not include the replacement value of those buildings that are part of endowment or other capital fund investments in real estate. This figure is not a book value figure.

GLOSSARY FINANCE SURVEY — F-1A

CURRENT FUNDS EXPENDITURES AND TRANSFERS — The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition costs of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes.(330)

CURRENT FUNDS REVENUES – This includes (1) all unrestricted gifts, grants, and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended for current operating purposes. Current fund revenues do not include restricted current funds received but not expended because these revenues have not been earned.(310)

EMPLOYEE FRINGE BENEFITS — Cash contributions in the form of supplementary or deferred compensation other than salary. Exclude the employee's contribution. Employee fringe

benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.

RESTRICTED CURRENT FUNDS — Those funds available for financing operations but which are limited by donors or other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds.

UNRESTRICTED CURRENT FUNDS — All funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which the funds should be expended.

FORM IPEDS-EF-1
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM

FALL ENROLLMENT SURVEY

1996

NOTE – The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

The collection and reporting of racial/ethnic data on this survey are MANDATORY for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: November 15, 1996

1. Name of respondent	2. Title of respondent	3. Telephone Area code, number, extension
4. E-Mail address	FAX number	

PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES) collects enrollment data through this component of IPEDS each year in order to update several annual publications including its college enrollment projections, the Digest of Education Statistics, and the Condition of Education. IPEDS fall enrollment by age of student offers insight into the relationship between the changing demographics of college-going cohorts and enrollment in different types of postsecondary institutions. The residence data will enable States to analyze State level college attendance rates, student in-migration or out-migration, and the type of institutions that attract their citizens to other States. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States" (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

USES OF DATA

Fall enrollment traditionally is used to measure student access to postsecondary education and IPEDS will continue to provide this important statistical series. The Department also uses fall enrollment data in program planning and for setting funding allocation standards for legislatively controlled programs. Other Federal and State agencies use enrollment data in policymaking decisions, economic and financial planning, manpower forecasting, and policy formulation.

CERTIFICATION – I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

4. Name (Type or print)	5. Title	6. Telephone (Area code, number, ext.)
7. Signature	8. Date	

Changes from the 1994 form for
1996 FALL ENROLLMENT SURVEY

Four-year institutions no longer need to report separate enrollment data for two fields:

- (1) 04.0000 — Architecture and Related Programs
- (2) 51.2401 — Veterinary Medicine

COMPLIANCE REQUIREMENTS FOR THE OFFICE FOR CIVIL RIGHTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the Fall Enrollment survey. Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

100.6(b) Compliance Reports – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 10.0 hours per response, with an average of 4.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

EF-1

Note: If the institution or administrative unit named on this report is including Fall Enrollment survey data for other institutions or branches in this report, list the following information for the additional institutions or branches.

[illegible]

Notes (Reference part, line, and column)

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY

Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

[illegible]

[illegible]

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued

Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

[illegible]

[illegible]

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued

Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

[illegible]

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued

Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

EF-1

[illegible]

[illegible]

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued

Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

EF-1

[illegible]

Part C — RESIDENCE OF FIRST-TIME FRESHMEN				EF-1
Note that the Grand Total (line 99) should equal line 1 + line 15, columns 15 and 16, Part A				
State of residence when student was first admitted	Line No.	Total first-time first-year (degree-seeking only) (1)	From column (1), those graduated from high school in the past 12 months (2)	Location of out-of-state centers (Check each state) (3)
Alabama	01			
Alaska	02			
Arizona	04			
Arkansas	05			
California	06			
Colorado	08			
Connecticut	09			
Delaware	10			
District of Columbia	11			
Florida	12			
Georgia	13			
Hawaii	15			
Idaho	16			
Illinois	17			
Indiana	18			
Iowa	19			
Kansas	20			
Kentucky	21			
Louisiana	22			
Maine	23			
Maryland	24			
Massachusetts	25			
Michigan	26			
Minnesota	27			
Mississippi	28			
Missouri	29			

Part C — RESIDENCE OF FIRST-TIME FRESHMEN – Continued				EF-1
<i>Note that the Grand Total (line 99) should equal line 1 + line 15, columns 15 and 16, Part A</i>				
State of residence when student was first admitted	Line No.	Total first-time first-year (degree-seeking only) (1)	From column (1), those graduated from high school in the past 12 months (2)	Location of out-of-state centers (Check each state) (3)
Montana	30			
Nebraska	31			
Nevada	32			
New Hampshire	33			
New Jersey	34			
New Mexico	35			
New York	36			
North Carolina	37			
North Dakota	38			
Ohio	39			
Oklahoma	40			
Oregon	41			
Pennsylvania	42			
Rhode Island	44			
South Carolina	45			
South Dakota	46			
Tennessee	47			
Texas	48			
Utah	49			
Vermont	50			
Virginia	51			
Washington	53			
West Virginia	54			
Wisconsin	55			
Wyoming	56			
State Unknown	57			

Part C — RESIDENCE OF FIRST-TIME FRESHMEN – Continued

EF-1

Note that the Grand Total (line 99) should equal line 1 + line 15, columns 15 and 16, Part A

State of residence when student was first admitted	Line No.	Total first-time first-year (degree-seeking only) (1)	From column (1), those graduated from high school in the past 12 months (2)	Location of out-of-state centers (Check each state) (3)
American Samoa	60			
Federated States of Micronesia	64			
Guam	66			
Marshall Islands	68			
Northern Marianas	69			
Palau	70			
Puerto Rico	72			
Virgin Islands	78			
Foreign Countries	90			
TOTAL	99			

Remarks

Part D — CLARIFYING QUESTIONS

Questions	Number of students		
	Full-time (1)	Part-time (2)	
1a. How many students are enrolled exclusively in remedial courses?			
b. How many of these students are included in the Part A enrollment counts?			
2a. Does this institution have an extension division/program that operates independently of the main academic portion of the institution? (For example, its academic mission may be significantly different, it may have its own admissions requirements, course offerings, completions requirements, and/or record keeping system.) <i>Mark (X) appropriate box.</i> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <input type="checkbox"/> No extension division — <i>SKIP to question #3</i> <input type="checkbox"/> Yes (operates independently of main institution) <input type="checkbox"/> No (operates within main institution) </div> <div style="font-size: 3em; margin-right: 10px;">}</div> <div> <i>Continue with question 2b</i> </div> </div>			
b. How many students are enrolled exclusively in the extension division or program?			
c. How many of these students are included in the Part A enrollment counts?			
3. How many students are enrolled exclusively in branch campuses located in foreign countries? NOTE — Should not be included in Part A enrollment counts.			
a. Undergraduates			
b. First-professional			
c. Graduates			
Questions (Degree-seeking students only)	Number of students		
	In-state (1)	Out-of-state (2)	Out-of-country (3)
4. How many first-time undergraduate transfer students are from:			
5. How many first-time first-professional students are from:			
6. How many first-time graduate students are from:			

GENERAL INSTRUCTIONS — EF-1

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report make any necessary corrections to the preprinted address information. Also, enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

WHO TO INCLUDE IN THIS REPORT

Students included in report — Report all students enrolled in courses creditable toward a diploma, certificate, degree, or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, INCLUDING those enrolled in off-campus centers.

Include high school students taking regular college courses for credit. Report these students in the classification in which they are recorded by the institution.

Students excluded from this report — Do NOT include in this report —

- Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program. Do NOT include students taking CEU's unless they are also enrolled in courses creditable toward a degree or other formal award.
- Students exclusively auditing classes.
- Students studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
- Students in any branch campus located in a foreign country. Report these students in Part D, question 3.

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY

CATEGORIZATION OF STUDENTS BY ATTENDANCE STATUS AND LEVEL

The Glossary section provides detailed definitions of specific terms and should be used to classify students by FULL-TIME and PART-TIME status, by degree seeking or all other credit students, or by level of enrollment.

Undergraduate Students

Degree seeking students — Report all students enrolled in courses for credit who are recognized by the institution as SEEKING A DEGREE OR OTHER FORMAL AWARD as follows:

- FULL-TIME according to their level of study or the number of credits earned on lines 01-05,
- PART-TIME according to level, as above, on lines 15-19,
- Unclassified undergraduates are those students who cannot be classified in terms of year of study or student level. Report these students on Line 06 (full-time) or line 20 (part-time).

All other undergraduate students who are enrolled in courses for credit who ARE NOT recognized by the institution as seeking a degree or other formal award should be reported on line 07 or line 21 as full- or part-time, respectively.

Students who have already earned a bachelor's degree but are taking undergraduate courses FOR CREDIT should be counted as undergraduates, either —

- as "fourth year and beyond" if they are SEEKING a second degree, or
- as "all other undergraduates enrolled for credit" if they are not enrolled in a program leading toward a degree or other formal award.

Report transfer students as follows:

Report transfer students by the level they are assigned at the time of entry or by the number of credits transferred, if credit status has been evaluated. Report transfer students as unclassified, if credit status has NOT been evaluated.

Postbaccalaureate Students

First-professional students — First-professional students are those students enrolled in programs leading toward a first-professional degree in the fields of chiropractic, dentistry, law, medicine, optometry, osteopathy, pharmacy, podiatry, theology, and veterinary medicine. Report these students as first-time in the program, on line 09 or line 23 as full- or part-time, respectively.

Report all other first-professionals on line 10 or line 24 as full- or part-time, respectively. Do not report residents or interns in this report since they have already received their first-professional degree.

Graduate students — Report all students who HAVE BEEN ACCEPTED into graduate programs at your institution as either full- or part-time and first-time or all other, on lines 11 and 12 or 25 and 26, respectively. Be sure to report students involved in thesis preparation who are considered full-time by the institution on line 12.

Report all other graduate students enrolled for credit, but NOT YET ACCEPTED into a graduate program on lines 13 or 27, as full- or part-time, respectively.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – EF-1 — Continued

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued

MAJOR FIELDS OF STUDY AND CORRESPONDING MAJOR FIELD CODES (Collected in even-numbered years only)

Students are to be reported by their major field of study according to the selected categories identified below. The specified fields and their codes were taken directly from the 1990 version of the NCES publication, "A Classification of Instructional Programs" (CIP). Field names and corresponding code numbers have been preprinted in the upper left-hand corner of each page for the programs known to exist at your institution. A blank page is provided for any new program(s) offered in one of the 9 selected fields. If your institution has no students enrolled in a designated field, mark (X) as indicated. *For the fields of dentistry, medicine, and law, include only students enrolled at the first-professional level.* Students in programs requiring 4 or 5 years beyond high school should be reported as undergraduates in the appropriate fields. Count students with double majors only once.

- 52.0000 — Business Management and Administrative Services
- 13.0000 — Education
- 14.0000 — Engineering
- 51.0401 — Dentistry*
- 51.1201 — Medicine*
- 22.0101 — Law*
- 26.0000 — Biological Sciences/Life Sciences
- 27.0000 — Mathematics
- 40.0000 — Physical Sciences
- 99.0000 — Summary Page (Total Enrollment)

*Indicates first-professional fields.

In addition to separate pages for each of the major fields or sub-fields listed above, please complete the 99.0000 Summary page which requests total enrollment data for the entire institution.

If students at your institution do not declare a major field of study until the second or third year of undergraduate study, be sure to report all students with undeclared majors according to their appropriate student level on the Summary (99.0000) page rather than on the field pages.

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (see Compliance Requirements, page 2), and Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

Method of collection — The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should be employed.

Assignment to categories — For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be

counted in more than one racial/ethnic group. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens. (See *definitions below*.)

Racial/ethnic descriptions — Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are —

- Black, non-Hispanic — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- American Indian or Alaskan Native — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- Hispanic — A person of Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish culture or origin, regardless of race.
- White, non-Hispanic — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

- Nonresident alien — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

NOTE — Nonresident aliens are to be reported separately, in the columns provided, rather than in any of the five racial/ethnic categories described above. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- Race/ethnicity unknown — This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

In columns 15 and 16, report the grand total of all students enrolled in your institution regardless of race/ethnicity or citizenship.

Part B — ENROLLMENT OF STUDENTS BY AGE (Collected in odd-numbered years only)

Relation to enrollment reported in Part A — This distribution of students should include the same individuals counted in Part A. All directions regarding the date of the report, students to include, and categorization of students by attendance status and level, apply to this part.

Age of students — Use institutional records to calculate age. Report age as of the date of this fall report.

GENERAL INSTRUCTIONS – EF-1 — Continued

Part C — RESIDENCE OF FIRST-TIME FRESHMEN (Collected in even-numbered years only)

First-time freshmen — Sum all first-time freshmen from Part A, lines 01 (full-time) and 15 (part-time) and report in Part C, column (1). Part C, column (1) should include all first-time freshmen by State of residence, including those entering the institution with a GED or without a high school diploma and with any year of graduation. First-time freshmen from column (1) who graduated from high school within the previous 12 months are to be reported again by their State of residence in column (2).

State of residence — Indicate the State identified by the student as his/her permanent address at the time of application to the institution.

For entering freshmen, this may be the legal residence of a parent or guardian, or the State in which a student has a driver's license or is registered to vote. It is not necessarily the State in which the student's high school is located.

Location of out-of-State centers — If this institution has any instructional centers or maintains a physical presence outside the State of the main campus, place an (X) in column 3 to indicate the States in which centers are located.

Part D — CLARIFYING QUESTIONS

Answer the clarifying questions as they apply to your institution. The section "Who to Include in this Report", identifies which students should be counted in Parts A, B, and C and which students should be exclusively reported in Part D.

EDIT CHECKS

Note that total or subtotal entries are always computed by adding down columns.

Adding across columns — Part A, columns 1 through 14 should equal the GRAND TOTAL of columns 15 and 16.

Subtotals — Part A is organized to provide several edit checks of specific cell counts against totals. Totals of full-time undergraduate students (line 08) and full-time postbaccalaureate students (line 14), when added to the part-time undergraduates (line 22) and the part-time postbaccalaureates (line 28), should sum to the GRAND TOTAL, ALL STUDENTS (line 29) for each of the columns.

Cross-section checks — The totals for full-time undergraduate students, Part B, line 12, columns 1 and 2 should equal the total for full-time undergraduate students, Part A, line 8, columns 15 and 16. Totals for full-time first-professional students, Part B, columns 3 and 4 should equal the total for full-time first-professional students, Part A, lines 9 and 10, columns 15 and 16. Totals for full-time graduate students, Part B, columns 5 and 6 should equal the total for full-time graduate students, Part A, lines 11 through 13, columns 15 and 16. Part-time totals should be compared in a similar manner.

The GRAND TOTAL, ALL STUDENTS, Part A, line 29, columns 15 and 16, should equal Part B, line 25, columns 7 and 8.

Part A, lines 1 and 15, columns 15 and 16 (the total of all first-time freshmen) should equal Part C, column 1, line 99.

GLOSSARY

FALL ENROLLMENT REPORT — EF-1

AMERICAN INDIAN OR ALASKAN NATIVE — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. (Part A)

ASIAN OR PACIFIC ISLANDER — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. (Part A)

BLACK, NON-HISPANIC — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). (Part A)

CEU — Continuing education unit. One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

CREDIT — Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. (Parts A, B, and C)

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. (Parts A, B, and C)

DEGREE-SEEKING STUDENTS — Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs. (Parts A and C)

EXTENSION CENTERS — See Off-Campus Centers.

EXTENSION DIVISION — A unit of the institution that provides institutional services including the planning, organization, and delivery of extended campus offerings. To carry out these activities, it generally maintains its own enrollment, personnel, and financial records separate from those of the main institution (although an institution may include these records in its own institutional data base). It does not grant either degree-credit or degrees, but these may be awarded by the institution for instruction provided through the extension division.

FIRST-PROFESSIONAL STUDENT — A student enrolled in any of the following degree programs:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.)
- Pharmacy (Pharm.D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)

(Parts A and B)

FIRST-TIME FIRST-PROFESSIONAL STUDENT — A student enrolled for the first time in a first-professional degree program. Includes first-professional students enrolled in the fall term who entered the institution in the prior summer term. (Part A)

FIRST-TIME FRESHMAN — An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school). (Parts A and C)

FIRST-TIME GRADUATE-LEVEL STUDENT — A person enrolled at the graduate level for the first time. Includes graduate students enrolled in the fall term who attended graduate school in the prior summer term. (Part A)

FIRST-TIME UNDERGRADUATE TRANSFER STUDENT — An undergraduate student entering the reporting institution for the first time, but known to have previously attended another postsecondary institution at the undergraduate level. The student can transfer in with or without credit.

FIRST-YEAR STUDENT — A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours in a 120-hour degree program. (Part A)

FOURTH YEAR AND BEYOND — An undergraduate student who has completed the equivalent of 3 years of full-time undergraduate work; that is, at least 90 semester hours in a 120-hour degree program. (Part A)

FRESHMAN — A first-year undergraduate student. (Parts A and C)

FULL-TIME STUDENT

- Undergraduate — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 contact hours a week each term.
- Graduate — A student enrolled for 9 or more semester credits, or 9 or more quarter credits or students involved in thesis or dissertation preparation that are considered full time by the institution.
- First-Professional — As defined by the institution. (Parts A, B, and D)

GRADUATE STUDENT — A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs. (Parts A and B)

GRADUATES ENROLLED FOR CREDIT COURSES — A student who has earned a baccalaureate degree and is enrolled in a graduate course at an institution, but who has not yet been granted graduate student status, including students enrolled in postbaccalaureate certificate programs. (Part A)

HISPANIC — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (Part A)

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

GLOSSARY — Continued

FALL ENROLLMENT REPORT — EF-1

NONDEGREE SEEKING STUDENT — A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.

NONRESIDENT ALIEN — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. (Part A)

OFF-CAMPUS CENTERS (EXTENSION CENTERS) — Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm. (Parts A and D)

OFFICIAL FALL REPORTING DATE — The date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees or governing board, or some other external governing body.

OUT-OF-STATE CENTERS — Sites where courses or programs are offered that are in a State different from the State of the main campus. (Part C)

PART-TIME STUDENT

- Undergraduate — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term.
- Graduate — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less. (Parts A, B, and D)

POSTBACCALAUREATE STUDENT — A student with a bachelor's degree who is enrolled in graduate or first-professional courses. (Part A)

RACE/ETHNICITY — Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are:

- Black, non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, non-Hispanic. (Part A)

REMEDIAL COURSES — Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (Parts A and D)

RESIDENT ALIEN (and other eligible non-citizens) — A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

SECOND-YEAR STUDENT — A student who has completed the equivalent of 1 year of full-time undergraduate work; that is, at least 30 semester hours but less than 60 semester hours (in a 120-hour program) or more than 900 contact hours but less than 1,800 contact hours. (Part A)

STATE OF RESIDENCE — A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian. (Part C)

STATE UNKNOWN — Status used when the reporting institution is unable to determine from existing records the home State or residence of the student. (Part C)

THIRD-YEAR STUDENT — A student who has completed the equivalent of 2 years of full-time undergraduate work; that is, at least 60 semester hours but less than 90 semester hours in a 120-hour program. (Part A)

TRANSFER STUDENT — A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.

UNCLASSIFIED STUDENT — A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report. (Part A)

UNDERGRADUATE — A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate. (Parts A and B)

WHITE, NON-HISPANIC — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin). (Part A)

FORM IPEDS-EF-2
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM

FALL ENROLLMENT SURVEY

1996

NOTE – The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

The collection and reporting of racial/ethnic data on this survey are MANDATORY for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: November 15, 1996

1. Name of respondent	2. Title of respondent	3. Telephone Area code, number, extension
4. E-Mail address	FAX number	

PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES) collects enrollment data through this component of IPEDS each year in order to update several annual publications including its college enrollment projections, the Digest of Education Statistics, and the Condition of Education. IPEDS fall enrollment by age of student offers insight into the relationship between the changing demographics of college-going cohorts and enrollment in different types of postsecondary institutions. The residence data will enable States to analyze State level college attendance rates, student in-migration or out-migration, and the type of institutions that attract their citizens to other States. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States" (P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a)).

USES OF DATA

Fall enrollment traditionally is used to measure student access to postsecondary education and IPEDS will continue to provide this important statistical series. The Department also uses fall enrollment data in program planning and for setting funding allocation standards for legislatively controlled programs. Other Federal and State agencies use enrollment data in policymaking decisions, economic and financial planning, manpower forecasting, and policy formulation.

CERTIFICATION – I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

4. Name (Type or print)	5. Title	6. Telephone (Area code, number, ext.)
7. Signature	8. Date	

Changes from the 1994 form for
1996 FALL ENROLLMENT SURVEY

No changes this year.

COMPLIANCE REQUIREMENTS FOR THE OFFICE FOR CIVIL RIGHTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the Fall Enrollment survey. Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

100.6(b) Compliance Reports – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. Public reporting burden for this collection of information is estimated to average 5.0 hours per response but may range from 30 minutes to 10.0 hours depending on whether the information is readily accessible to machine readable files. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1850-0582, Washington, DC 20503. Please send completed survey forms to the address shown on the front page of this form.

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

EF-2

Note: If the institution or administrative unit named on this report is including Fall Enrollment survey data for other institutions or branches in this report, list the following information for the additional institutions or branches.

[illegible]

Notes (Reference part, line, and column)

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY
 Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

EF-2

Line No.	99.0000 Summary All students enrolled for credit*	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	FULL-TIME STUDENTS																
01	1. Degree seeking (a) First-time, first year																
02	(b) All other first-year																
03	(c) All other students																
07	2. All other credit students																
08	TOTAL FULL-TIME STUDENTS (<i>Sum of lines 1, 2, 3, 7</i>)																
	PART-TIME STUDENTS																
15	1. Degree seeking (a) First-time, first year																
16	(b) All other first-year																
17	(c) All other students																
21	2. All other credit students																
22	TOTAL PART-TIME STUDENTS (<i>Sum of lines 15—17, 21</i>)																
29	GRAND TOTAL ALL STUDENTS (<i>Sum of lines 8 and 22</i>)																

* See glossary for definition of "credit."

Part C — RESIDENCE OF FIRST-TIME FIRST-YEAR STUDENTS

EF-2

Note that the Grand Total (line 99) should equal line 1 + line 15, columns 15 and 16, Part A

State of residence when student was first admitted	Line No.	Total first-time first-year (degree-seeking only) (1)	From column (1), those graduated from high school in the past 12 months (2)	Location of out-of-state centers (Check each state) (3)
Alabama	01			
Alaska	02			
Arizona	04			
Arkansas	05			
California	06			
Colorado	08			
Connecticut	09			
Delaware	10			
District of Columbia	11			
Florida	12			
Georgia	13			
Hawaii	15			
Idaho	16			
Illinois	17			
Indiana	18			
Iowa	19			
Kansas	20			
Kentucky	21			
Louisiana	22			
Maine	23			
Maryland	24			
Massachusetts	25			
Michigan	26			
Minnesota	27			
Mississippi	28			
Missouri	29			

Part C — RESIDENCE OF FIRST-TIME FIRST-YEAR STUDENTS – Continued
Note that the Grand Total (line 99) should equal line 1 + line 15, columns 15 and 16, Part A

EF-2

State of residence when student was first admitted	Line No.	Total first-time first-year (degree-seeking only) (1)	From column (1), those graduated from high school in the past 12 months (2)	Location of out-of-state centers (Check each state) (3)
Montana	30			
Nebraska	31			
Nevada	32			
New Hampshire	33			
New Jersey	34			
New Mexico	35			
New York	36			
North Carolina	37			
North Dakota	38			
Ohio	39			
Oklahoma	40			
Oregon	41			
Pennsylvania	42			
Rhode Island	44			
South Carolina	45			
South Dakota	46			
Tennessee	47			
Texas	48			
Utah	49			
Vermont	50			
Virginia	51			
Washington	53			
West Virginia	54			
Wisconsin	55			
Wyoming	56			
State Unknown	57			

Part C — RESIDENCE OF FIRST-TIME FIRST-YEAR STUDENTS – Continued
Note that the Grand Total (line 99) should equal line 1 + line 15, columns 15 and 16, Part A

EF-2

State of residence when student was first admitted	Line No.	Total first-time first-year (degree-seeking only) (1)	From column (1), those graduated from high school in the past 12 months (2)	Location of out-of-state centers (Check each state) (3)
American Samoa	60			
Federated States of Micronesia	64			
Guam	66			
Marshall Islands	68			
Northern Marianas	69			
Palau	70			
Puerto Rico	72			
Virgin Islands	78			
Foreign Countries	90			
TOTAL	99			

Remarks

Part D — CLARIFYING QUESTIONS

Questions	Number of students		
	Full-time (1)	Part-time (2)	
1a. How many students are enrolled exclusively in remedial courses?			
b. How many of these students are included in the Part A enrollment counts?			
2a. Does this institution have an extension division/program that operates independently of the main academic portion of the institution? (For example, its academic mission may be significantly different, it may have its own admissions requirements, course offerings, completions requirements, and/or record keeping system.) <i>Mark (X) appropriate box.</i> 1 <input type="checkbox"/> No extension division — <i>SKIP to question #3</i> 2 <input type="checkbox"/> Yes (operates independently of main institution) } <i>Continue with question 2b</i> 3 <input type="checkbox"/> No (operates within main institution)			
b. How many students are enrolled exclusively in the extension division or program?			
c. How many of these students are included in the Part A enrollment counts?			
3. How many students are enrolled exclusively in branch campuses located in foreign countries? NOTE — Should not be included in Part A enrollment counts. <i>Enter "0" if NONE.</i>			
Questions (Degree-seeking students only)	Number of students		
	In-state (1)	Out-of-state (2)	Out-of-country (3)
4. How many first-time undergraduate transfer students are from:			
Remarks			

GENERAL INSTRUCTIONS — EF-2

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report make any necessary corrections to the preprinted address information. Also, enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

WHO TO INCLUDE IN THIS REPORT

Students included in report — Report all students enrolled in courses creditable toward a diploma, certificate, degree, or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, INCLUDING those enrolled in off-campus centers.

Include high school students taking regular college courses for credit. Report these students in the classification in which they are recorded by the institution.

Students excluded from this report — Do NOT include in this report —

- Students enrolled exclusively in courses not creditable toward a formal award or the completion of a vocational program. Do NOT include students taking CEU's unless they are also enrolled in courses creditable toward a degree or other formal award.
- Students exclusively auditing classes.
- Students studying abroad (e.g., at a foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal.
- Students in any branch campus located in a foreign country. Report these students in Part D, question 3.

Part A — ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY

CATEGORIZATION OF STUDENTS BY ATTENDANCE STATUS AND LEVEL

The Glossary section provides detailed definitions of specific terms and should be used to classify students by FULL-TIME and PART-TIME status, by degree seeking or all other credit students, or by level of enrollment.

Report transfer students as follows:

Report transfer students by the level they are assigned at the time of entry or by the number of credits transferred, if credit status has been evaluated. Report transfer students as unclassified, if credit status has NOT been evaluated.

Degree seeking students — Report all students enrolled in courses for credit who are recognized by the institution as SEEKING A DEGREE OR OTHER FORMAL AWARD as follows:

- First-time, first-year students should be reported on lines 01 and 15, as either full- or part-time.
- All other first-year students should be reported on lines 02 (full-time) or 16 (part-time).

- All other degree seeking students are to be reported on lines 03 and 17, as full- or part-time, regardless of their level of enrollment.

All other credit students — All students who are enrolled in courses for credit who are NOT recognized by the institution as seeking a degree or other formal award should be reported on line 07 or line 21, as full- or part-time, respectively.

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (see Compliance Requirements, page 2), and Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

Method of collection — The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should be employed.

Assignment to categories — For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens. (See *definitions below*.)

Racial/ethnic descriptions — Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are —

- Black, non-Hispanic — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- American Indian or Alaskan Native — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- Hispanic — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White, non-Hispanic — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – EF-2 — Continued

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX — Continued

Other descriptive categories

- **Nonresident alien** — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

NOTE — Nonresident aliens are to be reported separately, in the columns provided, rather than included in any of the five racial/ethnic categories described above. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** — This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

In columns 15 and 16, report the grand total of all students enrolled in your institution regardless of race/ethnicity or citizenship.

PART B — ENROLLMENT OF STUDENTS BY AGE (Collected in odd-numbered years only)

Relation to enrollment reported in Part A — This distribution of students should include the same individuals counted in Part A. All directions regarding the date of the report, students to include, and categorization of students by attendance status apply to this part.

Age of students — Use institutional records to calculate age. Report age as of the date of this fall report.

PART C — RESIDENCE OF FIRST-TIME, FIRST-YEAR STUDENTS (Collected in even-numbered years only)

First-time, first-year — Sum all first-time, first-year students from Part A, lines 01 (full-time) and 15 (part-time) and report in Part C, column 1. Part C, column 1 should include all

first-time, first-year students by State of residence, including those entering the institution with a GED or without a high school diploma and with ANY YEAR of graduation. First-time students from column 1 who graduated from high school within the previous 12 months are to be reported again by their State of residence in column 2.

State of residence — Indicate the State identified by the student as his/her permanent address at the time of application to the institution.

For entering students, this may be the legal residence of a parent or guardian, or the State in which a student has a driver's license or is registered to vote. It is not necessarily the State in which the student's high school is located.

Location of out-of-State centers — If this institution has any instructional centers or maintains a physical presence outside the State of the main campus, place a check in column 3 to indicate the States in which centers are located.

PART D — CLARIFYING QUESTIONS

Please answer the clarifying questions as they apply to your institution. Note that the section "Who to Include in this Report" identifies which students should be counted in Parts A, B, and C, and which students should be exclusively reported in Part D.

EDIT CHECKS

Note that total or subtotal entries are always computed by adding down columns.

Adding across columns, Part A, columns 1 through 14 should equal the GRAND TOTAL in columns 15 and 16.

Subtotals — Part A is organized to provide several edit checks of specific cell counts against totals. Totals of full-time undergraduate students (line 08), when added to the part-time undergraduates (line 22), should sum to the GRAND TOTAL, ALL STUDENTS (line 29) for each of the columns.

Cross-section checks — The totals for full-time students, Part B, line 12, columns 1 and 2 should equal the total for full-time students, Part A, line 8, columns 15 and 16. Part-time totals should be compared in a similar manner.

The GRAND TOTAL, ALL STUDENTS, Part A, line 29, columns 15 and 16, should equal Part B, line 25, columns 1 and 2.

Part A, lines 1 and 15, columns 15 and 16 (the total for all first-time first-year students) should equal Part C, column 1, line 99.

GLOSSARY

FALL ENROLLMENT REPORT — EF-2

AMERICAN INDIAN OR ALASKAN NATIVE — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. (Part A)

ASIAN OR PACIFIC ISLANDER — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. (Part A)

BLACK, NON-HISPANIC — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). (Part A)

CEU — Continuing education unit. One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

CREDIT — Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. (Parts A, B, and C)

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. (Parts A, B, and C)

DEGREE-SEEKING STUDENTS — Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs. (Parts A and C)

EXTENSION CENTERS — See Off-Campus Centers.

EXTENSION DIVISION — A unit of the institution that provides institutional services including the planning, organization, and delivery of extended campus offerings. To carry out these activities, it generally maintains its own enrollment, personnel, and financial records separate from those of the main institution (although an institution may include these records in its own institutional data base). It does not grant either degree-credit or degrees, but these may be awarded by the institution for instruction provided through the extension division.

FIRST-TIME FIRST-YEAR STUDENT — A student attending any institution for the first time at the undergraduate level. Include students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school). (Parts A and C)

FIRST-YEAR STUDENT — A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours in a 120-hour degree program. (Part A)

FULL-TIME STUDENT —

Undergraduate — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 contact hours a week each term. (Parts A, B, and D)

HISPANIC — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (Part A)

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. (Part A)

NONDEGREE SEEKING STUDENT — A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.

NONRESIDENT ALIEN — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. (Part A)

OFF-CAMPUS CENTERS (EXTENSION CENTERS) — Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm. (Parts A and D)

OFFICIAL FALL REPORTING DATE — The date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees or governing board, or some other external governing body.

OUT-OF-STATE CENTERS — Sites where courses or programs are offered that are in a State different from the State of the main campus. (Part C)

PART-TIME STUDENT —

Undergraduate — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term. (Parts A, B, and D)

RACE/ETHNICITY — Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are:

- Black, non-Hispanic
 - American Indian or Alaskan Native
 - Asian or Pacific Islander
 - Hispanic
 - White, non-Hispanic
- (Part A)

REMEDIAL COURSES — Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (Parts A and D)

RESIDENT ALIEN (and other eligible non-citizens) — A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

GLOSSARY
FALL ENROLLMENT REPORT — EF-2

STATE OF RESIDENCE — A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian. (Part C)

STATE UNKNOWN — Status used when the reporting institution is unable to determine from existing records the home State or residence of the student. (Part C)

TRANSFER STUDENT — A student entering the reporting institution for the first time but known to have previously

attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.

UNDERGRADUATE — A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate. (Parts A, B, C, and D)

WHITE, NON-HISPANIC — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin). (Part A)

FORM IPEDS-CN-F
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEMCONSOLIDATED SURVEY —
FINANCE

1996

Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

Date due: November 15, 1996

NOTE – The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

The collection and reporting of racial/ethnic data on this survey are MANDATORY for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please correct any errors in the name, address, and ZIP Code.

RETURN TO

1. Name of respondent

2. Title of respondent

3. Telephone

Area code, number, extension

4. E-Mail address

FAX number

PURPOSE OF THE SURVEY

This survey collects data on fall enrollment, completions, enrollment in occupationally specific programs, finance, staff, and libraries. These data allow the National Center for Education Statistics to describe the size of one of the Nation's largest enterprises — postsecondary education — in terms of students enrolled, degrees and other awards earned, dollars expended, and staff employed.

USES OF DATA

The National Center for Education Statistics (NCES) uses these data to meet its Congressional mandate to report on the condition of education in the Nation. These data are used to update the Digest of Education Statistics and the Condition of Education, two annual reports produced by NCES. The Department of Education uses these data for policy analysis and program evaluation; the Bureau of Economic Analysis uses the finance data to compute GNP; and the Bureau of Labor Statistics uses completions data in its manpower analysis reported in the Occupational Outlook Handbook. Survey respondents can use the published results to compare their operations with national averages to spot trends in program offerings, enrollments, staffing patterns, and key statistics.

CERTIFICATION – I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

4. Name (*Type or print*)

5. Title

6. Telephone (*Area code, number, ext.*)

7. Signature

8. Date

Changes from the 1995 form for
1996 CONSOLIDATED SURVEY — FINANCE

- This form was formerly Part D of the Consolidated Survey.

COMPLIANCE REQUIREMENTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the enrollment and completions sections of this survey. Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

100.6(b) Compliance Reports – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 5.0 hours per response, with an average of 3.0 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

NOTICE OF COMBINED DATA SUBMISSION FOR CONSOLIDATED SURVEY — FINANCE

CN-F

Note that the preprinted information (if provided) indicates which finance data, Part D, were reported as combined last year.
Verify that the information is correct for the current year. Please make any corrections in RED.

The institution named on this report is including data for other institutions/branches.

- ☐ No
☐ Yes — *Please indicate below, the UNITID (if known), name and address of the institutions for which data are included.*

UNITID	Institution name	Address	City	State	ZIP Code

The data for this institution are reported by another institution.

- ☐ No
☐ Yes — *Please list the UNITID, name, and address of the reporting institution.*

UNITID	Institution name	Address	City	State	ZIP Code

CONSOLIDATED SURVEY — FINANCE

CN-F

This part covers finance activity for the 12-month fiscal year 1996 beginning

_____, 199 ____ and ending _____, 199 ____.

(Fiscal year must end before October 1, 1996.)

CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR 1996

Source of Funds	Amount (whole dollars)
1. Tuition and fees	\$
2. Federal government grants and contracts — <i>Include Pell Grants.</i>	\$
3. State and local government grants and contracts	\$
4. Sales and services of educational activities (e.g., cosmetology services)	\$
5. Other sources	\$
6. Total current funds revenues (<i>Sum of lines 1 through 5</i>)	\$

CURRENT FUNDS EXPENDITURES BY FUNCTION FOR FISCAL YEAR 1996

Function of Expenditures	Amount (whole dollars)
Educational and General (E&G):	
7. Instruction (e.g., general academic, occupational and vocational instruction; teachers' salaries)	\$
8. Scholarships and fellowships	\$
<i>Report scholarships and fellowships from line 8 above, by source:</i>	
a. Pell Grants	\$
b. Other Federal	\$
c. State and local government	\$
d. All other	\$
<i>(Sum of lines a, b, c, and d should equal line 8 above.)</i>	
9. Other E & G expenditures and transfers — <i>Include operation and maintenance of plant.</i>	\$
10. Total educational and general expenditures (<i>Sum of lines 7 through 9</i>)	\$
11. Non E & G current funds expenditures	\$
12. Total current funds expenditures (<i>Sum of lines 10 and 11</i>)	\$

Lines 13, 14, and 15 — *To be completed by public institutions only.*

13. Total salaries and wages	\$
14. Capital outlay expenditures for land, equipment, and construction	\$
15. Total cash and security assets held at end of fiscal year 1996	\$

GENERAL INSTRUCTIONS — CN-F

Respond to each item on this report in the space provided; if a section does not apply to your institution, note "not applicable." The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report make any necessary corrections to the preprinted address information. Also, enter the name, title, area code and telephone number of the person responsible for completing the report.

PERIOD OF THE REPORT

Report finances for the most recent complete fiscal year that ended prior to October 1, 1996. Indicate the starting month (using 2 digits), starting year, ending month (using 2 digits), and ending year of the fiscal year followed by your institution. If your institution's fiscal year is January 1, 1996 to December 31, 1996, report prior year (1995) financial data.

GENERAL

The categories of current funds revenues and current funds expenditures are designed to be consistent with an audited financial statement, with definitions in *Financial Accounting and Reporting Manual for Higher Education* (published in 1990 by the National Association of College and University Business Officers) and with *Audits of Colleges and Universities* (amended in 1975) by the American Institute of Certified Public Accountants.

Numbers in parentheses at the end of paragraphs refer to paragraphs in *Financial Accounting and Reporting Manual for Higher Education*.

Report all data in WHOLE DOLLARS only; omit cents. For any item on the report where exact data do not exist, give estimates. Items are cited by line number.

CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR 1996

Current funds revenues — Include all gifts, grants, and other resources earned during the reporting period, and resources to the extent that such funds were expended for current operating purposes. Current funds revenues do not include restricted current funds received but not expended because these revenues have not been earned. (310)

Source of funds

Line 1 – Tuition and fees — Report all tuition and fees (including student activity fees) assessed against students for education purposes. Include tuition and fee remissions or exemptions even though there is no intention of collecting them from the student. Include tuition and fees paid by student financial aid. Pell Grants and any other grants or contracts should be included on line 1 and reported again on line(s) 2, 3, and/or 5. (Charges for room, board, and other services rendered by auxiliary enterprises are not reported here, see line 5.) (311)

Line 2 – Federal government grants and contracts — Report revenues from federal government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a federal government grant or contract. Related indirect costs recovered should be reported. Include Pell Grants. Federal grants and contracts received through state channels should be reported here. (313)

Line 3 – State and local government grants and contracts — Report revenues from state and local governmental agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a state or

local government grant or contract. Related indirect costs recovered should be reported. (313)

Line 4 – Sales and services of educational activities — Report revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research, or public service. Examples include film rentals, cosmetology services, and sales of products made by students. (316)

Line 5 – Other sources — Include all revenues not covered elsewhere. Examples are private gifts, grants, and contracts (revenues from private donors for which there is no legal consideration and that are directly related to instruction, public service, or other institutional purposes); endowment income; revenues from auxiliary enterprises (operations that exist to furnish a service to students, faculty or staff, and that charge a fee that is directly related to the cost of the service (e.g., residency halls, food services, student health services, bookstores, etc.)); and interest income and gains from investments of unrestricted current funds, miscellaneous rentals, and sales, expired term endowments, and terminated annuity or life income agreements, if not material. (312, 314, 315, 317, 318, 319, 320, 359, 360, 430)

Line 6 – Total current funds revenues — Report here the sum of lines 1 through 5, inclusive. (Totals may not reflect institution's financial statements.)

CURRENT FUNDS EXPENDITURES BY FUNCTION FOR FISCAL YEAR 1996

Current funds expenditures — The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes. (330)

Line 7 – Instruction — Expenditures of the instructional divisions of the institution (e.g., teachers' salary). Include expenditures for both credit and noncredit activities. Exclude expenditures for academic administration where the primary function is administration (e.g., academic deans). (Such expenditures should be reported on line 9.) The instruction category includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. (332)

Line 8 – Scholarships and fellowships — Report all expenditures given in the form of outright grants and trainee stipends to individuals enrolled in formal course work, either for credit or noncredit. Aid to students in the form of tuition or fee remissions should be included. (Exclude those remissions that are granted because of faculty or staff status. Charge these to staff benefits.) Do not report College Work Study program expenses here; report these expenses where the student served (e.g., dining hall, line 9; for a professor, line 7). Pell Grants and any other grants or contracts that were reported above in Sources of Funds must also be reported in lines 8 through 8d as expenditures. (339)

Line 8a – Pell Grants — Report the amount of Pell Grants disbursed by your institution.

Line 8b – Other Federal — Report expenditures for scholarships and fellowships, excluding Pell Grants, that were received from federal government agencies. Include Supplemental Educational Opportunity Grants (SEOGs). Report institutional matching funds for SEOGs under line 8d, all other. Include the federal support portion of State Student Incentive Grants (SSIGs).

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – CN-F — Continued

CURRENT FUNDS EXPENDITURES BY FUNCTION FOR FISCAL YEAR 1996 — Continued

Line 8c – State and local government — Report expenditures for scholarships and fellowships that were provided by your state such as the state share of State Student Incentive Grants (SSIGs). Report portable student aid from another state as a state source. Report expenditures for scholarships and fellowships that were provided by local governments.

Line 8d – All other — Report expenditures for scholarships and fellowships received from private sources (e.g., businesses, foundations, individuals, foreign governments). Report expenditures for scholarships and fellowships from revenues that were generated by your institution. The institutional matching portion of federal, state or local grants should be reported here.

Line 9 – Other E & G expenditures and transfers — This category includes all other funds expended for activities associated with the operation of the institution. These include funds expended for research; public service; academic support services (support services that are an integral part of the institution's primary mission of instruction such as library expenditures); student services (admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being); institutional support (expenditures for the day-to-day operational support of the institution; include expenditures for general administrative services, executive direction and planning, legal and fiscal operations, and public relations/development); operation and maintenance of plant (expenditures for operations established to provide service and maintenance related to grounds and facilities used for educational and general purposes, including expenditures for utilities, fire protection, property insurance, and similar items). (333, 334, 335, 336, 337, 338)

Line 10 – Total educational and general expenditures — Enter here the sum of lines 7 through 9.

Line 11 – Non E & G current funds expenditures — This category includes those expenditures on operations of the institution that: (1) are self-supporting while furnishing a service to students, faculty or staff and that charge a fee that is directly related to the cost of the service provided; and

(2) that are independent of or unrelated to the primary mission of the institution although they may indirectly contribute to the enhancement of that mission. Included in the first category are expenditures associated with residence halls, food services, bookstores, beauty supply store, health services, and the like. (340–344)

Line 12 – Total current funds expenditures — Report the sum of lines 10 and 11. (Totals may not reflect institution's financial statements.)

ADDITIONAL INSTRUCTIONS FOR PUBLIC INSTITUTIONS ONLY

Lines 13, 14, and 15 — These items should be completed for public institutions only.

Line 13 – Total salaries and wages — Include gross salaries and wages of the academic and nonacademic staff, paid student help, and part-time employees without deduction of employee withholdings for income tax or employee contributions for social security or retirement coverage. Do not include employer contributions for retirement or other benefits as part of salaries and wages. Enter salaries for all employees of your institution included in educational and general (lines 7 and 9) and noneducation and general (line 11).

Line 14 – Capital outlay expenditures for land, equipment, and construction — Report the total expended from all funds (current, plant, endowment, capital, bond, etc.) for capital outlay. Include amounts spent for equipment (replacements and additions), construction (include amounts for new structures and other improvements, additions, replacements, and major alterations), and land purchase (include existing structures and rights-of-way).

Line 15 – Total cash and security assets held at end of fiscal year 1996 — Report the total amount of cash on hand, certificates of deposit, and government and nongovernment securities (par value) held at the end of the fiscal year in all funds (current, plant, debt service, bond, endowment, etc.).

GLOSSARY CONSOLIDATED SURVEY – FINANCE — CN-F

CAPITAL OUTLAY — The costs of acquiring plant assets, adding to plant assets, and adding utility to plant assets for more than one accounting period.

COLLEGE WORK-STUDY PROGRAM (CWS) — (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.) Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students.

CURRENT FUNDS EXPENDITURES AND TRANSFERS — The costs incurred for goods and services used in the conduct of the institution's operations. Includes the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes. Includes:

- (1) Educational and general expenditures and transfers for —
 - Instruction
 - Research
 - Public services
 - Academic support
 - Student services
 - Institutional support
 - Operation and maintenance of plant
 - Scholarships and fellowships
- (2) Auxiliary enterprises
- (3) Hospitals
- (4) Independent operations

GLOSSARY — Continued CONSOLIDATED SURVEY – FINANCE — CN-F

CURRENT FUNDS REVENUES — Unrestricted gifts, grants, and other resources earned during the reporting period and restricted resources to the extent that such funds were expended for current operating purposes. Excludes restricted current funds received but not expended because these revenues have not been earned. Includes current funds revenues from the following:

- Tuition and fees
- Government appropriations (Federal, State, and local)
- Government grants and contracts (Federal, State, and local)
- Private gifts, grants, and contracts
- Endowment income
- Sales and services of educational activities
- Auxiliary enterprises
- Hospitals
- Other sources
- Independent operations

FEDERAL GOVERNMENT GRANTS AND CONTRACTS — Revenues from federal governmental agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of government grants or contracts. Includes Pell Grants.

FELLOWSHIPS — Grants-in-aid and trainee stipends to graduate students. Excludes funds for which services to the institution must be rendered, such as payments for teaching. Excludes loans.

INSTRUCTION (EXPENDITURES) — Expenditures of the colleges, schools, departments, and other instructional divisions of the institution and expenditures for departmental research and public service that are not separately budgeted. Includes expenditures for credit and noncredit activities. Excludes expenditures for academic administration where the primary function is administration (e.g., academic deans). Also includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students.

NON E&G CURRENT FUNDS EXPENDITURES — Includes self-supporting operations of the institution that furnish a service to students, faculty, or staff and charge a fee related to the service. Also includes funds expended for operations that are independent of the mission of the institution.

OTHER E&G EXPENDITURES AND TRANSFERS — These are current funds expenditures not included elsewhere. Examples are expenditures for libraries, administration, academic computing, career guidance, admissions, registrar activities, executive planning, legal and fiscal operations, and public relations.

OTHER SOURCES (REVENUES) — Revenues not covered elsewhere. Examples are interest income and gains (net of

losses) from investments of unrestricted current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity or life income agreements, if not material. Also includes revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time).

PELL GRANT PROGRAM — (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses.

RESTRICTED CURRENT FUNDS — Those funds available for financing operations but which are limited by donors or other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. Includes only restricted resources that were expended for current operating purposes.

SALES AND SERVICES OF EDUCATIONAL ACTIVITIES — Revenues which are derived from the sale of goods or services that are incidental to the conduct of instruction, research, or public service. Examples include film rentals, cosmetology services, and sales of products made by students.

SCHOLARSHIPS AND FELLOWSHIPS (EXPENDITURES) — Expenditures made in the form of outright grants-in-aid, tuition and fee waivers, prizes, and trainee stipends to individuals enrolled in formal undergraduate or graduate coursework, either for credit or noncredit. Includes Pell Grants and aid to students in the form of tuition or fee remissions. Excludes those remissions that are granted because of faculty or staff status, or for which services to the institution must be rendered, such as payment for teaching, or student loans. Also excludes College Work-Study Program expenses.

STATE AND LOCAL GOVERNMENT GRANTS AND CONTRACTS — Revenues from state and local government agencies that are for training programs and similar activities for which amounts are received or expenditures are reimbursable under the terms of a state and local government grant or contract.

TUITION AND FEES (REVENUES) — Revenues from charges assessed against students for educational purposes. Includes tuition and fee remissions or exemptions even though there is no intention of collecting from the student. Includes those tuition and fees that are remitted to the state as an offset to the state appropriation. Excludes charges for room, board, and other services rendered by auxiliary enterprises.

UNRESTRICTED CURRENT FUNDS — All funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which the funds should be expended.

Part A — FALL ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY
 Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

CN

Line No.	99.0000 Summary All students enrolled for credit	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
01	FULL-TIME STUDENTS A. Undergraduates 1. Degree seeking (a) First-time freshmen																
02	(b) Other first year																
03	(c) Second year																
04	(d) Third year																
05	(e) Fourth year and beyond																
06	(f) Unclassified by level																
07	2. All other undergraduates enrolled in credit courses																
08	TOTAL FULL-TIME UNDERGRADUATES (Sum of lines 1—7)																

Part A — FALL ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued
 Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

CN

Line No.	99.0000 Summary All students enrolled for credit	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
09	FULL-TIME STUDENTS Continued B. First-professional students 1. First-time																
10	2. All other first-professionals																
11	C. Graduate students 1. Degree seeking (a) First-time																
12	(b) All other degree seeking																
13	2. All other graduates enrolled in credit courses																
14	TOTAL FULL-TIME POST-BACCALAUREATE STUDENTS (Sum of lines 9—13)																

Part A — FALL ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued
Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

CN

Line No.	99.0000 Summary All students enrolled for credit	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	PART-TIME STUDENTS																
15	A. Undergraduates 1. Degree seeking (a) First-time freshmen																
16	(b) Other first year																
17	(c) Second year																
18	(d) Third year																
19	(e) Fourth year and beyond																
20	(f) Unclassified by level																
21	2. All other undergraduates enrolled in credit courses																
22	TOTAL PART-TIME UNDERGRADUATES (Sum of lines 15—21)																

Part A — FALL ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY — Continued
 Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

Line No.	99.0000 Summary All students enrolled for credit	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
23	PART-TIME STUDENTS Continued B. First-professional students 1. First-time																
24	2. All other first-professionals																
25	C. Graduate students 1. Degree seeking (a) First-time																
26	(b) All other degree seeking																
27	2. All other graduates enrolled in credit courses																
28	TOTAL PART-TIME POST-BACCALAUREATE STUDENTS (Sum of lines 23—27)																
29	GRAND TOTAL ALL STUDENTS (Sum of lines 8, 14, 22, and 28)																

GENERAL INSTRUCTIONS — CN

Respond to each item on this report in the space provided; if a section does not apply to your institution, note "not applicable." The Glossary provides definitions of terms used in this report.

Part A — FALL ENROLLMENT SUMMARY

Enrollment should be reported as of the institution's official fall reporting date or October 15, 1996.

Students to be included — Report all students enrolled in courses creditable toward a degree, diploma, certificate, or other formal award, separating full-time and part-time students. (First-time students are those attending any institution for the first time; that is, the student enters the institution with NO CREDIT toward a degree or award).

Include students enrolled in courses that are part of a vocational or occupational program, INCLUDING those in off-campus centers.

Include high school students enrolled in postsecondary education courses creditable toward the completion of a program.

Students to be excluded — *Do NOT include* —

- Students enrolled exclusively in courses not creditable toward a formal award or completion of a vocational program;
- Students exclusively auditing classes;
- Students in any branch campus located in a foreign country; or
- Students earning continuing education units (CEU's).

CATEGORIZATION OF STUDENTS BY ATTENDANCE STATUS AND LEVEL

The Glossary section provides detailed definitions of specific terms and should be used to classify students by FULL-TIME and PART-TIME status, by degree seeking or all other credit students, or by level of enrollment.

Undergraduate Students

Degree seeking students — Report all students enrolled in courses for credit who are recognized by the institution as SEEKING A DEGREE OR OTHER FORMAL AWARD as follows:

- FULL-TIME according to their level of study or the number of credits earned on lines 01-05,
- PART-TIME according to level, as above, on lines 15-19,
- Unclassified undergraduates are those students who cannot be classified in terms of year of study or student level. Report these students on Line 06 (full-time) or line 20 (part-time).

All other undergraduate students who are enrolled in courses for credit who ARE NOT recognized by the institution as seeking a degree or other formal award should be reported on line 07 or line 21 as full- or part-time, respectively.

Students who have already earned a bachelor's degree but are taking undergraduate courses FOR CREDIT should be counted as undergraduates, either —

- as "fourth year and beyond" if they are SEEKING a second degree, or
- as "all other undergraduates enrolled for credit" if they are not enrolled in a program leading toward a degree or other formal award.

Report transfer students as follows:

Report transfer students by the level they are assigned at the time of entry or by the number of credits transferred, if credit status has been evaluated. Report transfer students as unclassified, if credit status has NOT been evaluated.

Postbaccalaureate Students

First-professional students — First-professional students are those students enrolled in programs leading toward a first-professional degree in the fields of chiropractic, dentistry, law, medicine, optometry, osteopathy, pharmacy, podiatry, theology, and veterinary medicine. Report these students as first-time in the program, on line 09 or line 23 as full- or part-time, respectively.

Report all other first-professionals on line 10 or line 24 as full- or part-time, respectively. Do not report residents or interns in this report since they have already received their first-professional degree.

Graduate students — Report all students who HAVE BEEN ACCEPTED into graduate programs at your institution as either full- or part-time and first-time or all other, on lines 11 and 12 or 25 and 26, respectively. Be sure to report students involved in thesis preparation who are considered full-time by the institution on line 12.

Report all other graduate students enrolled for credit, but NOT YET ACCEPTED into a graduate program on lines 13 or 27, as full- or part-time, respectively.

Part B — POSTSECONDARY COMPLETIONS

Report only those awards/degrees which were actually conferred between July 1, 1995 and June 30, 1996. Awards/degrees earned but not yet conferred during this time period should be reported in next year's survey. Part B applies to all award levels ranging from postsecondary certificates of less than one year to doctorate level degrees. Include completions in academic as well as vocational or occupational programs.

Preprinted programs — The survey form lists those programs and their appropriate award levels that were reported by your institution last year. The award levels and their codes are noted at the top of Part B. Please verify these levels before completing this form. Note that a program and its 6-digit CIP code may be listed more than once if the program is offered at different award levels. If your institution no longer offers one or more of these programs, delete them from the list by drawing a line through the program title. For the remaining programs, follow the directions for reporting completions by racial/ethnic category.

Blank lines — The survey form includes a blank section so that you may report completions in programs that were not preprinted for you, including new programs. Refer to the 1990 version of the Classification of Instructional Programs (CIP) booklet to determine the appropriate program title that most closely matches your program and enter the CIP title and its 6-digit code in the space provided. Choose one of the 11 levels of awards listed at the top of the page, and enter the correct code for each newly listed program in the Award Level column following the CIP code or program title. Enter the completions data for the newly listed programs.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS — CN

Part C — FALL ENROLLMENT IN OCCUPATIONALLY SPECIFIC PROGRAMS (Collected in odd-numbered years only)

Enrollment should be reported as of the institution's official fall reporting date or October 15, 1997.

Applicability of report — This enrollment section is requested only from institutions that offer occupationally specific programs below the bachelor's level which require less than 4 years to complete. Occupationally specific programs are listed in chapter 2 of the enclosed 1990 version of the Classification of Instructional Programs (CIP) booklet. Refer to the CIP booklet to determine whether your institution offers any of the applicable programs. If Part B data for any of these programs are reported below the bachelor's level, then enrollment for that program should be reported here.

Students to be included — Report only those students enrolled in programs below the baccalaureate level that are specifically designed to provide occupational preparation. Students in a program are either — (1) those who have formally declared their program intent; or (2) those who have completed at least 25% of a program's requirements. The program may result in a degree, certificate, or other formal award granted by the institution.

Include high school students in these programs if they are working toward the completion of a program.

Report TOTAL enrollment in each program; combine full- and part-time headcounts. If a student is enrolled in more than one program (with different CIP's), report the student in each program.

Program enrollment — Part C lists those occupationally specific programs known to exist at your institution. Please complete Part C of the survey in the same manner as Part B, deleting programs that are no longer offered at your institution and adding new ones in the blank area. Refer to the CIP booklet as needed to code new programs or to verify those that already exist. Follow the instructions for reporting students by racial/ethnic category.

Sum the enrollment reported for each program by column and enter the totals on line 99.0000.

Checking — Verify all additions before returning this form. Total entries are always computed by adding down columns and across rows. Be sure that for each row, the sum of columns 1, 3, 5, 7, 9, 11, and 13 is equal to column 15, and the sum of columns 2, 4, 6, 8, 10, 12, and 14 is equal to column 16.

Unduplicated count — Please provide an unduplicated count of all students enrolled in occupationally specific programs. If a student is enrolled in more than one program, count the student once when reporting this number.

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX — PARTS A, B, AND C

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (see Compliance Requirements, page 2), and Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

Method of collection — The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a

self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should be employed.

Assignment to categories — For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens. (See *definitions below*.)

Racial/ethnic descriptions — Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are —

- **Black, non-Hispanic** — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian or Alaskan Native** — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian or Pacific Islander** — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Hispanic** — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **Nonresident alien** — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Note — Nonresident aliens are to be reported separately, in the columns provided, rather than included in any of the five racial/ethnic categories described above. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** — This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

In columns 15 and 16, report the grand total of all students or award recipients regardless of race/ethnicity or citizenship.

Part D – FINANCE

The finance data are collected on a separate form (CN-F) in 1996.

GENERAL INSTRUCTIONS – CN — Continued

Part E — STAFF (Collected in odd-numbered years only)

All persons on the payroll of the institution as of October 1, 1997 are to be included in this part.

Status of employees — Report in columns 1–4 men and women by their full-time/part-time status as of October 1, 1997. This status is to be determined by the institution.

Primary occupational activity — Each employee must be accounted for in one AND ONLY ONE of the occupational activity categories, lines 1–8. If an employee is engaged in two or more separate activities, the employee should be reported according to their primary activity. The institution should determine what constitutes the primary activity.

Special instructions — Employees at off-campus locations associated with the campus covered by this report should also be reported.

Hospitals, medical centers, and other institutions which offer postsecondary education programs as only one of their primary missions should ONLY report staff who work either full-time or part-time in the postsecondary education division or component of the institution. Note — If an employee works full-time for the institution but only part-time in the postsecondary education division or component — for purposes of this survey, that employee should be reported as part-time in their primary occupational activity in the postsecondary education division or component.

Part F — LIBRARIES (Collected in even-numbered years only)

If your institution has its own library, please complete the information requested using the following guidelines:

Period of report — Report data for your libraries for the most recent fiscal year that ended prior to October 1, 1996. The particular 12-month period should be the same used for reporting Part D — Finance data.

Total full-time-equivalent (FTE) employees — Report the sum of the number of full-time employees plus the full-time-equivalent of the part-time employees. To compute full-time-equivalents of part-time employees, take the number of hours worked by all part-time employees and divide it by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK WEEK (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Include librarians, other paid staff, contributed services staff, and student assistants (from all funding sources). Exclude maintenance and custodial staff. Report data to two decimal places.

Total operating expenditures — Report the funds expended from the LIBRARY BUDGET in fiscal year 1996 regardless of when the funds may have been received from Federal, State, or other sources. All expenditures should be reported in whole dollars. Include salaries and wages, print materials, current serial subscriptions, microforms, machine readable materials, audiovisual materials, other collection expenditures, preservation, furniture and equipment, computer hardware, postage, telecommunications, on-line database searches, contracted computer services, and all other operating expenditures. Exclude salaries and wages for contributed services and maintenance and custodial staff, and expenditures for capital outlays.

Volumes held at end of fiscal year — Report the number of volumes of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been catalogued, classified, or otherwise made ready for use.

Circulation transactions — Report the number of items lent from the general collection and from the reserve collection for use usually (although not always) outside the library. These activities include initial charges, either manually or electronically, and also renewals, each of which is reported as a circulation transaction.

GLOSSARY CONSOLIDATED SURVEY — CN

AMERICAN INDIAN OR ALASKAN NATIVE — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. (Parts A, B, and C)

ASIAN OR PACIFIC ISLANDER — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. (Parts A, B, and C)

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. (Part B)

BACHELOR'S DEGREE — An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but

NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years. (Part B)

BLACK, NON-HISPANIC — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). (Parts A, B, and C)

CASUAL EMPLOYEES — Persons who are hired to work during peak times such as those that help at registration time or those that work in the bookstore for a day or two at the start of a session. (Part E)

GLOSSARY CONSOLIDATED SURVEY — CN

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program. (Part B)

CEU — Continuing education unit. One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. (Part A)

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs. (Parts B and C)

CIP CODE — A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. (Parts B and C)

CIRCULATION TRANSACTIONS — The number of items lent from the general collection and from the reserve collection for use usually (although not always) outside the library. Includes activities with initial charges, either manual or electronic, and also renewals, each of which is reported as a circulation transaction. (Part F)

CLERICAL AND SECRETARIAL STAFF — Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, and payroll clerks. Also includes sales clerks such as those employed full time in the book store, and library clerks who are not recognized as librarians. (Part E)

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. (Part B)

CONTRACTED SERVICES — Services obtained through contracts with outside agencies which would normally be provided by paid employees. (Part E)

CREDIT — Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. (Part A)

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. (Part A)

DEGREE — An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies. (Part B)

DEGREE-SEEKING STUDENTS — Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs. (Part A)

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies. (Part B)

DOCTOR'S DEGREE — The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of

Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering. (Part B)

DONATED (CONTRIBUTED) SERVICES — Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the campus but that would otherwise be provided by employees paid by the campus. (Part E)

EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL — Persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Included in this category are all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative. (Note — Includes supervisors of professional employees, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.) (Part E)

FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) — Persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, this category includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent). Student teachers or research assistants are not included in this category. (Part E)

FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE) — An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty. (Part B)

FIRST-PROFESSIONAL DEGREE — An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields:

- | | |
|-----------------------------------|---|
| • Chiropractic (D.C. or D.C.M.) | • Optometry (O.D.) |
| • Pharmacy (Pharm.D.) | • Law (L.L.B., J.D.) |
| • Dentistry (D.D.S. or D.M.D.) | • Osteopathic Medicine (D.O.) |
| • Podiatry (D.P.M., D.P., Pod.D.) | • Theology (M.Div., M.H.L., B.D., or Ordination) (Part B) |
| • Medicine (M.D.) | |
| • Veterinary Medicine (D.V.M.) | |

GLOSSARY CONSOLIDATED SURVEY — CN

FIRST-PROFESSIONAL STUDENT — A student enrolled in any of the following degree programs:

- Chiropractic (D.C. or D.C.M.)
- Dentistry (D.D.S. or D.M.D.)
- Law (L.L.B., J.D.)
- Medicine (M.D.)
- Optometry (O.D.)
- Osteopathic Medicine (D.O.) (Part A)
- Pharmacy (Pharm.D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Theology (M.Div., M.H.L., B.D., or Ordination)
- Veterinary Medicine (D.V.M.)

FIRST-TIME FIRST-PROFESSIONAL STUDENT — A student enrolled for the first time in a first-professional degree program. Includes first-professional students enrolled in the fall term who entered the institution in the prior summer term. (Part A)

FIRST-TIME FRESHMAN — An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school). (Part A)

FIRST-TIME GRADUATE-LEVEL STUDENT — A person enrolled at the graduate level for the first time. Includes graduate students enrolled in the fall term who attended graduate school in the prior summer term. (Part A)

FIRST-TIME STUDENT — A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school). (Part A)

FIRST-YEAR STUDENT — A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours in a 120-hour degree program. (Part A)

FOURTH YEAR AND BEYOND — An undergraduate student who has completed the equivalent of 3 years of full-time undergraduate work; that is, at least 90 semester hours in a 120-hour degree program. (Part A)

FULL-TIME STAFF — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full time. Includes faculty on sabbatical leave and persons who are on leave but remain on the payroll. (Part E)

FULL-TIME STUDENT —

- Undergraduate — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 contact hours a week each term.
- Graduate — A student enrolled for 9 or more semester credits, or 9 or more quarter credits or students involved in thesis or dissertation preparation that are considered full time by the institution.
- First-Professional — As defined by the institution. (Part A)

GRADUATE STUDENT — A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs. (Part A)

GRADUATES ENROLLED FOR CREDIT COURSES — A student who has earned a baccalaureate degree and is enrolled in a graduate course at an institution, but who has not yet been granted graduate student status, including students enrolled in postbaccalaureate certificate programs. (Part A)

HISPANIC — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (Parts A, B, and C)

INSTRUCTION/RESEARCH ASSISTANTS — Students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Students in the College Work-Study Program are not included in this category. Employees hired on a full-time basis (not students) are to be reported as other professionals. (Part E)

LIBRARY — An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center. (Part F)

LIBRARY OPERATING EXPENDITURES — The funds expended from the library budget regardless of when the funds may have been received from Federal, State, or other sources. Includes salaries and wages, print materials, current serial subscriptions, microforms, machine-readable materials, audiovisual materials, other collection expenditures, preservation, furniture and equipment, computer hardware, postage, telecommunications, on-line database searches, contracted computer services, and all other operating expenditures. Excludes salaries and wages for maintenance and custodial staff, microcomputer software used only by library staff, and expenditures for capital outlays. (Part F)

MASTER'S DEGREE — An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. (Part B)

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. (Part A)

NONDEGREE SEEKING STUDENT (OTHER STUDENTS ENROLLED FOR CREDIT) — A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award.

NONRESIDENT ALIEN — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. (Parts A, B, and C)

OCCUPATIONALLY SPECIFIC PROGRAM — An instructional program, below the bachelor's level, designed to prepare individuals with entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study. (Part C)

OFF-CAMPUS CENTERS (EXTENSION CENTERS) — Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.

GLOSSARY — Continued CONSOLIDATED SURVEY — CN

OFFICIAL FALL REPORTING DATE — The date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees or governing board, or some other external governing body. (Parts A and C)

OTHER PROFESSIONALS (SUPPORT/ SERVICE) — Persons employed for the primary purpose of performing academic support, student services, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Includes employees such as librarians, accountants, student personnel workers, counselors, systems analysts, computer programmers, and coaches. (Part E)

PART-TIME STAFF (EMPLOYEES) — Persons on the payroll of the institution (or reporting unit) and classified by the institution as part time. Students in the College Work-Study Program or casual employees (e.g., persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff. (Part E)

PART-TIME STUDENT

- Undergraduate — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term.
- Graduate — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less. (Part A)

POSTBACCALAUREATE CERTIFICATE — An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master. (Part B)

POSTBACCALAUREATE STUDENT — A student with a bachelor's degree who is enrolled in graduate or first-professional courses. (Part A)

POST-MASTER'S CERTIFICATE — An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. (Part B)

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full time. (Part B)

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours. (Part B)

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours. (Part B)

POSTSECONDARY EDUCATION — The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

PRIMARY OCCUPATIONAL ACTIVITY — The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Occupational activities are designated as follows:

- Executive, Administrative, and Managerial
- Faculty (Instruction/Research/Public Service)
- Instruction/Research Assistants
- Other Professionals (Support/Service)
- Technical and Paraprofessionals
- Clerical and Secretarial
- Skilled Crafts
- Service/Maintenance

(See separate definitions) (Part E)

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

PROGRAM SPECIALTY — A specific instructional program that can be identified by a 6-digit CIP code. (Part B and C)

RACE/ETHNICITY — Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are as follows:

- Black, non-Hispanic
 - American Indian or Alaskan Native
 - Asian or Pacific Islander
 - Hispanic
 - White, non-Hispanic
- (Parts A, B, and C)

RACE/ETHNICITY UNKNOWN — Category used to classify students or employees whose race/ethnicity if not known and institutions are unable to place them in one of the specified racial/ethnic categories. (Part A, B, and C)

GLOSSARY — Continued
CONSOLIDATED SURVEY — CN

REMEDIAL COURSES — Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (Part A)

RESIDENT ALIEN (and other eligible non-citizens) — A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). (Parts A, B, and C)

SECOND-YEAR STUDENT — A student who has completed the equivalent of 1 year of full-time undergraduate work; that is, at least 30 semester hours but less than 60 semester hours in a 120-hour program. (Part A)

SERVICE/MAINTENANCE STAFF — Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and students or that contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Includes chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel. (Part E)

SKILLED CRAFTS STAFF — Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and typesetters. (Part E)

TECHNICAL AND PARAPROFESSIONALS STAFF — Persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Includes computer programmers (with less than a bachelor's degree) and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational categories which are institutionally defined as technical assignments. (Part E)

THIRD-YEAR STUDENT — A student who has completed the equivalent of 2 years of full-time undergraduate work; that is, at least 60 semester hours but less than 90 semester hours in a 120-hour program. (Part A)

TRANSFER STUDENT — A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit. (Part A)

UNCLASSIFIED STUDENT — A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report. (Part A)

UNDERGRADUATE — A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate. (Part A)

UNDUPLICATED COUNT — The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled. (Part C)

VOLUME — Any printed, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, that has been cataloged, classified, or otherwise made ready for use. (Part F)

WHITE, NON-HISPANIC — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin). (Parts A, B, and C)

FORM IPEDS-CN
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM

CONSOLIDATED SURVEY

1996

NOTE – The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

The collection and reporting of racial/ethnic data on this survey are MANDATORY for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13), or defined in any ED regulations implementing Title IX of the Education Amendments of 1972. The collection of racial/ethnic data in vocational programs is mandated by Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

*Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.**Please correct any errors in the name, address, and ZIP Code.**If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.*

RETURN TO

Date due: November 15, 1996

1. Name of respondent	2. Title of respondent	3. Telephone Area code, number, extension
4. E-Mail address		FAX number

PURPOSE OF THE SURVEY

This survey collects data on fall enrollment, completions, enrollment in occupationally specific programs, finance, staff, and libraries. These data allow the National Center for Education Statistics to describe the size of one of the Nation's largest enterprises — postsecondary education — in terms of students enrolled, degrees and other awards earned, dollars expended, and staff employed.

USES OF DATA

The National Center for Education Statistics (NCES) uses these data to meet its Congressional mandate to report on the condition of education in the Nation. These data are used to update the Digest of Education Statistics and the Condition of Education, two annual reports produced by NCES. The Department of Education uses these data for policy analysis and program evaluation; the Bureau of Economic Analysis uses the finance data to compute GNP; and the Bureau of Labor Statistics uses completions data in its manpower analysis reported in the Occupational Outlook Handbook. Survey respondents can use the published results to compare their operations with national averages to spot trends in program offerings, enrollments, staffing patterns, and key statistics.

CERTIFICATION – I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

4. Name (<i>Type or print</i>)	5. Title	6. Telephone (<i>Area code, number, ext.</i>)
7. Signature		8. Date

Changes from the 1995 form for 1996 CONSOLIDATED SURVEY

The 1996 survey includes:

- ▶ Part A — Fall Enrollment
- ▶ Part B — Postsecondary Completions
- ▶ Part F — Library

The finance data are collected on a separate form (CN-F) in 1996.

- ▶ Parts C and E are not requested this year.

COMPLIANCE REQUIREMENTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the enrollment and completions sections of this survey. Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

100.6(b) Compliance Reports – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 5.0 hours per response, with an average of 3.0 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

NOTICE OF COMBINED DATA SUBMISSION FOR CONSOLIDATED SURVEY

Note that the preprinted information (if provided) indicates which data were reported as combined last year.
Verify that the information is correct for the current year. Please make any corrections in RED.

The institution named on this report is including data for other institutions/branches.

- ☐ No
☐ Yes — *Please indicate below, the Part(s) where you are reporting combined data and the UNITID (if known), name and address of the institutions for which data are included.*

Parts	UNITID	Institution name	Address	City	State	ZIP Code

The data for this institution are reported by another institution.

- ☐ No
☐ Yes — *Please indicate whether all data, or just certain parts, are being reported by another institution. Also list the UNITID, name, and address of the reporting institution.*

Parts	UNITID	Institution name	Address	City	State	ZIP Code

Part A — FALL ENROLLMENT SUMMARY BY RACIAL/ETHNIC CATEGORY

Enrollment as of the Institution's Official Fall Reporting Date or as of October 15, 1996

Report all students enrolled in courses creditable toward a degree, diploma, certificate, or other formal award. At the undergraduate level, this is intended to include students enrolled in courses that are part of vocational or occupational programs.

Line No.	99.0000 Summary All students enrolled for credit	Nonresident alien		Black, non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White, non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL STUDENTS	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
01	FULL-TIME STUDENTS First-time																
03	All other																
15	PART-TIME STUDENTS First-time																
17	All other																
29	GRAND TOTAL																

Part B — PRIOR YEAR POSTSECONDARY COMPLETIONS
AWARDS/DEGREES CONFERRED BETWEEN JULY 1, 1995 AND JUNE 30, 1996

AWARD LEVELS

- | | | | | | |
|---|--|---|---|----|---|
| 1 | Awards of less than 1 academic year below the bachelor's level (<i>less than 900 contact or clock hours</i>) | 4 | Awards of at least 2 but less than 4 academic years below the bachelor's level (<i>at least 1800 but less than 3600 contact or clock hours</i>) | 8 | Post-Master's Certificates |
| 2 | Awards of at least 1 but less than 2 academic years below the bachelor's level (<i>at least 900 but less than 1800 contact or clock hours</i>) | 5 | Bachelor's Degrees | 9 | Doctor's Degrees |
| 3 | Associate's Degrees | 6 | Postbaccalaureate Certificates | 10 | First-professional Degrees |
| | | 7 | Master's Degrees | 11 | First-professional Certificates (Post-Degree) |

Part B — PRIOR YEAR POSTSECONDARY COMPLETIONS

[illegible]

Part D — FINANCE

The finance data are collected on a separate form (CN-F) in 1996.

Part F — LIBRARIES

(Collected in even-numbered years only)

Does your institution have its own library?

- 1 ☐ Yes — *Continue with Part F*
 2 ☐ No — *Do not complete Part F.*

(Fiscal year must end before October 1, 1996.)

Item	Number
1. Total FTE Staff (Fall 1996) — <i>Report data to two decimals.</i>	
2. Total operating expenditures in whole dollars only (Fiscal year 1996)	\$
3. Number of volumes held at end of year (Fiscal year 1996)	
4. Total circulation transactions (Fiscal year 1996)	

GENERAL INSTRUCTIONS — CN

Respond to each item on this report in the space provided; if a section does not apply to your institution, note "not applicable." The Glossary provides definitions of terms used in this report.

Part A — FALL ENROLLMENT SUMMARY

Enrollment should be reported as of the institution's official fall reporting date or October 15, 1996.

Students to be included — Report all students enrolled in courses creditable toward a degree, diploma, certificate, or other formal award, separating full-time and part-time students. (First-time students are those attending any institution for the first time; that is, the student enters the institution with NO CREDIT toward a degree or award).

Include students enrolled in courses that are part of a vocational or occupational program, INCLUDING those in off-campus centers.

Include high school students enrolled in postsecondary education courses creditable toward the completion of a program.

Students to be excluded — *Do NOT include* —

- Students enrolled exclusively in courses not creditable toward a formal award or completion of a vocational program;
- Students exclusively auditing classes;
- Students in any branch campus located in a foreign country; or
- Students earning continuing education units (CEU's).

Enrollment status — Once you have determined who to include in your report, identify the students as either "full-time" or "part-time" and as "first-time" or "all other". These categories correspond to the lines of the survey form on which the data are reported. Follow the instructions for reporting students by racial/ethnic category.

Part B — POSTSECONDARY COMPLETIONS

Report only those awards/degrees which were actually conferred between July 1, 1995 and June 30, 1996. Awards/degrees earned but not yet conferred during this time period should be reported in next year's survey. Part B applies to all award levels ranging from postsecondary certificates of less than one year to doctorate level degrees. Include completions in academic as well as vocational or occupational programs.

Preprinted programs — The survey form lists those programs and their appropriate award levels that were reported by your institution last year. The award levels and their codes are noted at the top of Part B. Please verify these levels before completing this form. Note that a program and its 6-digit CIP code may be listed more than once if the program is offered at different award levels. If your institution no longer offers one or more of these programs, delete them from the list by drawing a line through the program title. For the remaining programs, follow the directions for reporting completions by racial/ethnic category.

Blank lines — The survey form includes a blank section so that you may report completions in programs that were not preprinted for you, including new programs. Refer to the 1990 version of the Classification of Instructional Programs (CIP) booklet to determine the appropriate program title that most closely matches your program and enter the CIP title and its 6-digit code in the space provided. Choose one of the 11 levels of awards listed at the top of the page, and enter the

correct code for each newly listed program in the Award Level column following the CIP code or program title. Enter the completions data for the newly listed programs.

Part C — FALL ENROLLMENT IN OCCUPATIONALLY SPECIFIC PROGRAMS (Collected in odd-numbered years only)

Enrollment should be reported as of the institution's official fall reporting date or October 15, 1997.

Applicability of report — This enrollment section is requested only from institutions that offer occupationally specific programs below the bachelor's level which require less than 4 years to complete. Occupationally specific programs are listed in chapter 2 of the enclosed 1990 version of the Classification of Instructional Programs (CIP) booklet. Refer to the CIP booklet to determine whether your institution offers any of the applicable programs. If Part B data for any of these programs are reported below the bachelor's level, then enrollment for that program should be reported here.

Students to be included — Report only those students enrolled in programs below the baccalaureate level that are specifically designed to provide occupational preparation. Students in a program are either — (1) those who have formally declared their program intent; or (2) those who have completed at least 25% of a program's requirements. The program may result in a degree, certificate, or other formal award granted by the institution.

Include high school students in these programs if they are working toward the completion of a program.

Report TOTAL enrollment in each program; combine full- and part-time headcounts. If a student is enrolled in more than one program (with different CIP's), report the student in each program.

Program enrollment — Part C lists those occupationally specific programs known to exist at your institution. Please complete Part C of the survey in the same manner as Part B, deleting programs that are no longer offered at your institution and adding new ones in the blank area. Refer to the CIP booklet as needed to code new programs or to verify those that already exist. Follow the instructions for reporting students by racial/ethnic category.

Sum the enrollment reported for each program by column and enter the totals on line 99.0000.

Checking — Verify all additions before returning this form. Total entries are always computed by adding down columns and across rows. Be sure that for each row, the sum of columns 1, 3, 5, 7, 9, 11, and 13 is equal to column 15, and the sum of columns 2, 4, 6, 8, 10, 12, and 14 is equal to column 16.

Unduplicated count — Please provide an unduplicated count of all students enrolled in occupationally specific programs. If a student is enrolled in more than one program, count the student once when reporting this number.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – CN — Continued

REPORTING STUDENTS BY RACIAL/ETHNIC CATEGORY AND SEX — PARTS A, B, AND C

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (see Compliance Requirements, page 2), and Section 421(a)(1) of the Carl D. Perkins Vocational Education Act.

Method of collection — The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should be employed.

Assignment to categories — For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens. (See *definitions below*.)

Racial/ethnic descriptions — Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are —

- **Black, non-Hispanic** — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian or Alaskan Native** — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian or Pacific Islander** — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Hispanic** — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **Nonresident alien** — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Note — Nonresident aliens are to be reported separately, in the columns provided, rather than included in any of the five racial/ethnic categories described above. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** — This category is used **ONLY** if the student did not select a racial/ethnic designation, **AND** the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

In columns 15 and 16, report the grand total of all students or award recipients regardless of race/ethnicity or citizenship.

Part D — FINANCE

The finance data are collected on a separate form (CN-F) in 1996.

Part E — STAFF (Collected in odd-numbered years only)

All persons on the payroll of the institution as of October 1, 1997 are to be included in this part.

Status of employees — Report in columns 1–4 men and women by their full-time/part-time status as of October 1, 1997. This status is to be determined by the institution.

Primary occupational activity — Each employee must be accounted for in one **AND ONLY ONE** of the occupational activity categories, lines 1–8. If an employee is engaged in two or more separate activities, the employee should be reported according to their primary activity. The institution should determine what constitutes the primary activity.

Special instructions — Employees at off-campus locations associated with the campus covered by this report should also be reported.

Hospitals, medical centers, and other institutions which offer postsecondary education programs as only one of their primary missions should **ONLY** report staff who work either full-time or part-time in the postsecondary education division or component of the institution. **Note** — If an employee works full-time for the institution but only part-time in the postsecondary education division or component — for purposes of this survey, that employee should be reported as part-time in their primary occupational activity in the postsecondary education division or component.

Part F — LIBRARIES (Collected in even-numbered years only)

If your institution has its own library, please complete the information requested using the following guidelines:

Period of report — Report data for your libraries for the most recent fiscal year that ended prior to October 1, 1996. The particular 12-month period should be the same used for reporting Part D — Finance data.

Total full-time-equivalent (FTE) employees — Report the sum of the number of full-time employees plus the full-time-equivalent of the part-time employees. To compute full-time-equivalents of part-time employees, take the number of hours worked by all part-time employees and divide it by the number of hours **CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK WEEK** (e.g., 60 hours per week of part-time work divided by 40 hours per full-time week equals 1.50 FTE). Include librarians, other paid staff, contributed services staff, and student assistants (from all funding sources). Exclude maintenance and custodial staff. Report data to two decimal places.

GENERAL INSTRUCTIONS – CN — Continued

Part F — LIBRARIES (Collected in even-numbered years only) — Continued

Total operating expenditures — Report the funds expended from the LIBRARY BUDGET in fiscal year 1996 regardless of when the funds may have been received from Federal, State, or other sources. All expenditures should be reported in whole dollars. Include salaries and wages, print materials, current serial subscriptions, microforms, machine readable materials, audiovisual materials, other collection expenditures, preservation, furniture and equipment, computer hardware, postage, telecommunications, on-line database searches, contracted computer services, and all other operating expenditures. Exclude salaries and wages for contributed services and maintenance and custodial staff, and expenditures for capital outlays.

Volumes held at end of fiscal year — Report the number of volumes of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been catalogued, classified, or otherwise made ready for use.

Circulation transactions — Report the number of items lent from the general collection and from the reserve collection for use usually (although not always) outside the library. These activities include initial charges, either manually or electronically, and also renewals, each of which is reported as a circulation transaction.

GLOSSARY CONSOLIDATED SURVEY — CN

ALL OTHER STUDENTS — Includes all other students except first-time students. (Part A)

AMERICAN INDIAN OR ALASKAN NATIVE — A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. (Parts A, B, and C)

ASIAN OR PACIFIC ISLANDER — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. (Parts A, B, and C)

ASSOCIATE'S DEGREE — An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. (Part B)

BACHELOR'S DEGREE — An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years. (Part B)

BLACK, NON-HISPANIC — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). (Parts A, B, and C)

CASUAL EMPLOYEES — Persons who are hired to work during peak times such as those that help at registration time or those that work in the bookstore for a day or two at the start of a session. (Part E)

CERTIFICATE — A formal award certifying the satisfactory completion of a postsecondary education program. (Part B)

CEU (CONTINUING EDUCATION UNIT) — One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. (Part A)

CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS) — An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs. (Parts B and C)

CIP CODE — A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. (Parts B and C)

CIRCULATION TRANSACTIONS — The number of items lent from the general collection and from the reserve collection for use usually (although not always) outside the library. Includes activities with initial charges, either manual or electronic, and also renewals, each of which is reported as a circulation transaction. (Part F)

CLERICAL AND SECRETARIAL STAFF — Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, and payroll clerks. Also includes sales clerks such as those employed full time in the book store, and library clerks who are not recognized as librarians. (Part E)

CONTACT HOUR — A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. (Part B)

CONTRACTED SERVICES — Services obtained through contracts with outside agencies which would normally be provided by paid employees. (Part E)

CREDIT — Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. (Part A)

CREDIT COURSE — A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. (Part A)

GLOSSARY CONSOLIDATED SURVEY — CN

DEGREE — An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies. (Part B)

DIPLOMA — A formal document certifying the successful completion of a prescribed program of studies. (Part B)

DOCTOR'S DEGREE — The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering. (Part B)

DONATED (CONTRIBUTED) SERVICES — Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the campus but that would otherwise be provided by employees paid by the campus. (Part E)

EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL — Persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Included in this category are all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative. (Note — Includes supervisors of professional employees, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.) (Part E)

FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) — Persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, this category includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent). Student teachers or research assistants are not included in this category. (Part E)

FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE) — An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty. (Part B)

FIRST-PROFESSIONAL DEGREE — An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields:

- Chiropractic (D.C. or D.C.M.)
- Pharmacy (Pharm.D.)
- Dentistry (D.D.S. or D.M.D.)
- Podiatry (D.P.M., D.P., Pod.D.)
- Medicine (M.D.)
- Veterinary Medicine (D.V.M.)
- Optometry (O.D.)
- Law (L.L.B., J.D.)
- Osteopathic Medicine (D.O.)
- Theology (M.Div., M.H.L., B.D., or Ordination)

(Part B)

FIRST-TIME STUDENT — A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school). (Part A)

FULL-TIME STAFF — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full time. Includes faculty on sabbatical leave and persons who are on leave but remain on the payroll. (Part E)

FULL-TIME STUDENT —

- Undergraduate — A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 contact hours a week each term.
- Graduate — A student enrolled for 9 or more semester credits, or 9 or more quarter credits or students involved in thesis or dissertation preparation that are considered full time by the institution.
- First-Professional — As defined by the institution. (Part A)

HISPANIC — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. (Parts A, B, and C)

INSTRUCTION/RESEARCH ASSISTANTS — Students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Students in the College Work-Study Program are not included in this category. Employees hired on a full-time basis (not students) are to be reported as other professionals. (Part E)

LIBRARY — An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center. (Part F)

GLOSSARY — Continued
CONSOLIDATED SURVEY — CN

LIBRARY OPERATING EXPENDITURES — The funds expended from the library budget regardless of when the funds may have been received from Federal, State, or other sources. Includes salaries and wages, print materials, current serial subscriptions, microforms, machine-readable materials, audiovisual materials, other collection expenditures, preservation, furniture and equipment, computer hardware, postage, telecommunications, on-line database searches, contracted computer services, and all other operating expenditures. Excludes salaries and wages for maintenance and custodial staff, microcomputer software used only by library staff, and expenditures for capital outlays. (Part F)

MASTER'S DEGREE — An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. (Part B)

NONCREDIT COURSE — A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. (Part A)

NONRESIDENT ALIEN — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. (Parts A, B, and C)

OCCUPATIONALLY SPECIFIC PROGRAM — An instructional program, below the bachelor's level, designed to prepare individuals with entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study. (Part C)

OFF-CAMPUS CENTERS (EXTENSION CENTERS) — Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm.

OFFICIAL FALL REPORTING DATE — The date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees or governing board, or some other external governing body. (Parts A and C)

OTHER PROFESSIONALS (SUPPORT/ SERVICE) — Persons employed for the primary purpose of performing academic support, student services, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Includes employees such as librarians, accountants, student personnel workers, counselors, systems analysts, computer programmers, and coaches. (Part E)

PART-TIME STAFF (EMPLOYEES) — Persons on the payroll of the institution (or reporting unit) and classified by the institution as part time. Students in the College Work-Study Program or casual employees (e.g., persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff. (Part E)

PART-TIME STUDENT

- Undergraduate — A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term.
- Graduate — A student enrolled for either 8 semester credits or less, or 8 quarter credits or less. (Part A)

POSTBACCALAUREATE CERTIFICATE — An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master. (Part B)

POST-MASTER'S CERTIFICATE — An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. (Part B)

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full time. (Part B)

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours. (Part B)

POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS) — Requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours. (Part B)

POSTSECONDARY EDUCATION — The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

PRIMARY OCCUPATIONAL ACTIVITY — The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Occupational activities are designated as follows:

- Executive, Administrative, and Managerial
- Faculty (Instruction/Research/Public Service)
- Instruction/Research Assistants
- Other Professionals (Support/Service)
- Technical and Paraprofessionals
- Clerical and Secretarial
- Skilled Crafts
- Service/Maintenance

(See separate definitions) (Part E)

PROGRAM — A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution.

GLOSSARY — Continued
CONSOLIDATED SURVEY — CN

PROGRAM SPECIALTY — A specific instructional program that can be identified by a 6-digit CIP code. (Part B and C)

RACE/ETHNICITY — Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are:

- Black, non-Hispanic
 - American Indian or Alaskan Native
 - Asian or Pacific Islander
 - Hispanic
 - White, non-Hispanic
- (Parts A, B, and C)

RACE/ETHNICITY UNKNOWN — Category used to classify students or employees whose race/ethnicity if not known and institutions are unable to place them in one of the specified racial/ethnic categories. (Part A, B, and C)

RESIDENT ALIEN (and other eligible non-citizens) — A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). (Parts A, B, and C)

SERVICE/MAINTENANCE STAFF — Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and students or that contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Includes chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel. (Part E)

SKILLED CRAFTS STAFF — Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and typesetters. (Part E)

TECHNICAL AND PARAPROFESSIONALS STAFF — Persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Includes computer programmers (with less than a bachelor's degree) and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational categories which are institutionally defined as technical assignments. (Part E)

UNDERGRADUATE — A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate. (Part A)

UNDUPLICATED COUNT — The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled. (Part C)

VOLUME — Any printed, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, that has been cataloged, classified, or otherwise made ready for use. (Part F)

WHITE, NON-HISPANIC — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin). (Parts A, B, and C)

FORM IPEDS-SA
(6-1-96)U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICSINTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEMSALARIES, TENURE, AND
FRINGE BENEFITS OF
FULL-TIME INSTRUCTIONAL
FACULTY SURVEY
1996-97

NOTE – The completion of this survey, in a timely and accurate manner, is MANDATORY for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

For those institutions not required to complete this survey on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 622-6193 or FAX number (301) 457-1540, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

Date due: November 15, 1996

1. Name of respondent

2. Title of respondent

3. Telephone

Area code, number, extension

4. E-Mail address

FAX number

If this survey is not applicable to your institution because any of the exclusions cited here embrace all of your instructional faculty, mark (X) the appropriate box and return the survey form. →

- ☐ All of the instructional faculty at this institution are employed on a part-time basis
- ☐ All of the instructional faculty at this institution are military personnel
- ☐ All of the instructional faculty at this institution contribute their services (e.g., members of a religious order)
- ☐ All of the instructional faculty at this institution teach preclinical or clinical medicine

PURPOSE OF THE SURVEY

The primary purpose of this survey is to collect data on the salaries, tenure, and fringe benefits of full-time instructional faculty by contract length, sex, and academic rank; to analyze, from a national perspective, the number and tenure status of faculty members in relation to the number of enrollments and degrees granted for an indication of manpower demand; and to evaluate faculty compensation in relation to institutional financial resources for an indication of the economic status of institutions and of the teaching profession. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States . . .," (P.L. 103-382 National Education Statistics Act of 1994, Sec. 404(a)).

USES OF DATA

These data are used by postsecondary institutions to establish competitive compensation packages; by State agencies to determine budgets for State-supported institutions and to make comparative studies with other States; by Federal agencies to analyze the teaching profession as a whole, to contribute to occupational forecasting, and to develop financial indicators relating to postsecondary education; and by professional and educational associations to evaluate the differences in salaries between men and women, and the general status of the profession.

Changes from the 1995-96 form for
1996-97 SALARIES, TENURE AND FRINGE BENEFITS OF
FULL-TIME INSTRUCTIONAL FACULTY

No changes this year.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 30 minutes to 8.0 hours per response, with an average of 5.0 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:

National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH

Note: If the institution or administrative unit named on this report is including Salaries survey data for other institutions or branches in this report, list the following information for the additional institutions or branches.

If information has been preprinted (based on last year's report) — Verify that the information is correct for the current year. Please make any corrections in RED.

UNITID	Institution name	Address	City	State	ZIP Code

Notes (Reference part, line, and column)

Part A — SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1996—97

Line No.	Sex and academic rank	Number of faculty with tenure (1)	Number of nontenured faculty		Total number of faculty (Sum of columns 1—3) (4)	TOTAL SALARY OUTLAY (In whole dollars) (5)
			Those on tenure track (2)	Those not on tenure track (3)		
	I. FACULTY ON 9/10-MONTH SALARY CONTRACTS					
	(a) MEN					
01	Professors					\$
02	Associate professors					
03	Assistant professors					
04	Instructors					
05	Lecturers					
06	No academic rank*					
07	TOTAL MEN (Sum of lines 1—6)					\$
	(b) WOMEN					
08	Professors					\$
09	Associate professors					
10	Assistant professors					
11	Instructors					
12	Lecturers					
13	No academic rank*					
14	TOTAL WOMEN (Sum of lines 8—13)					\$
15	TOTAL FACULTY ON 9/10-MONTH SALARY CONTRACTS (Sum of lines 7 + 14)					\$

*Institutions without standard academic ranks should report full-time faculty here.

Part A — SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1996—97 — Continued

Line No.	Sex and academic rank	Number of faculty with tenure (1)	Number of nontenured faculty		Total number of faculty (Sum of columns 1—3) (4)	TOTAL SALARY OUTLAY (In whole dollars) (5)
			Those on tenure track (2)	Those not on tenure track (3)		
16	II. FACULTY ON 11/12-MONTH SALARY CONTRACTS (a) MEN Professors					\$
17	Associate professors					
18	Assistant professors					
19	Instructors					
20	Lecturers					
21	No academic rank*					
22	TOTAL MEN (Sum of lines 16—21)					\$
23	(b) WOMEN Professors					\$
24	Associate professors					
25	Assistant professors					
26	Instructors					
27	Lecturers					
28	No academic rank*					
29	TOTAL WOMEN (Sum of lines 23—28)					\$
30	TOTAL FACULTY ON 11/12-MONTH SALARY CONTRACTS (Sum of lines 22 + 29)					\$
31	III. FACULTY ON LESS THAN 9/10-MONTH SALARY CONTRACTS, TOTAL MEN AND WOMEN					\$

*Institutions without standard academic ranks should report full-time faculty here.

Part B – FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY ON 9/10 MONTH AND 11/12 MONTH
SALARY CONTRACTS, ACADEMIC YEAR 1996-97

Line No.	Fringe benefits	Faculty on 9/10-month contracts		Faculty on 11/12-month contracts	
		Expenditures (In whole dollars) (1)	Number covered (2)	Expenditures (In whole dollars) (3)	Number covered (4)
32	Retirement plans (other than Social Security) Vested within 5 years	\$		\$	
33	Vested after 5 years				
34	Medical /Dental plans				
35	Group Life Insurance				
36	Other Insurance Benefits (Cafeteria Plan, etc.)				
37	Guaranteed Disability income protection				
38	Tuition plan (Dependents only) Restricted – Mark (X) one box 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No				
39	Housing plan Restricted – Mark (X) one box 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No				
40	Social Security Taxes				
41	Unemployment Compensation				
42	Worker's Compensation				
43	Other Benefits in kind with cash options				
44	TOTAL	\$		\$	

GENERAL INSTRUCTIONS — SA

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report make any necessary corrections to the preprinted address information. Also, enter the name, title, area code and telephone number of the person responsible for completing the report.

Exclusions from reporting — This report may not be applicable to your institution because ALL of your instructional faculty embrace one of the exclusion categories listed on page 1 of the survey form. If this is the case, mark (X) the appropriate category and return the form.

PERIOD OF REPORT

This report requests data on full-time instructional faculty employed (including those under contract but not yet in the payroll system) by your institution as of October 1, 1996.

PART A — SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1996-97

General instructions for Part A — Sections I, II, and III — The following general instructions apply to all Part A — Sections I, II, and III. (Instructions related to a specific contract length only (9/10-month, 11/12-month, or other than 9/10-month and 11/12-month) are provided in Part A, Sections I, II, and III.)

In reporting instructional faculty, include only those members of the Instruction/Research staff who are employed full time (as defined by the institution) and whose major (more than 50%) regular assignment is instruction, including those with released time for research. Also included in this category are —

- Full-time instructional faculty on sabbatical leave. Report such faculty at their regular salaries even though the faculty member may be receiving a reduced annuity while on leave.
- Full-time replacements for instructional faculty on leave without pay.
- Chairs of departments (if they have no other administrative title and hold a full-time faculty rank). Report such faculty at their contracted faculty salary.

In reporting instructional faculty, the following apply —

- Additional stipends for administrative, managerial, or other responsibilities should NOT be included in the salary calculation.
- When reporting instructional faculty by academic rank, use the institution's designations. Institutions without standard academic ranks should report all faculty in the category of "No Academic Rank".
- When reporting tenure status, use the institution's criteria or requirements for tenure.
- Instructional faculty should be reported as having 9/10-month, 11/12-month, or other than 9/10-month and 11/12-month salary contracts on the basis of the contracted (teaching) period, not on the basis of the number of installments in which salaries are paid.

Do not report the following instructional faculty —

- Replacements for instructional faculty on sabbatical leave.
- Instructional faculty on leave without pay.
- Instructional faculty for preclinical and clinical medicine.* (NOTE — Instructional faculty in all other fields, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported.)
- Instructional faculty who are employed on a part-time basis.*
- Instructional faculty (such as members of religious orders) whose services are valued by bookkeeping entries rather than by full cash transactions.*
- Instructional faculty who, as members of military organizations, are paid on a different salary scale from civilian employees.*
- Administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, registrar, coach, etc., even though they may devote part of their time to classroom instruction.
- Undergraduate or graduate students who assist in the instruction of courses, but have titles such as graduate or teaching assistant, teaching associate, teaching fellow, etc.

INSTRUCTIONS FOR COMPLETING THIS FORM

PART A — Salary Contract Lengths

Sections I, II, and III of this part provide instructions related to 9/10-month, 11/12-month, or less than 9/10-month salary contracts.

Part A, Section I: Full-time faculty on 9/10-month salary contracts — Also read the general instructions above before completing this part of the survey form.

The term, 9/10-month salary contract, applies to instructional faculty who teach 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent.

Column (1) — Faculty with Tenure — For each line report the number of full-time instructional faculty with tenure.

Column (2) — Non-tenured Faculty on Tenure Track — For each line, report the number of full-time instructional faculty who are non-tenured but are in positions which lead to consideration for tenure.

Column (3) — Non-tenured Faculty Not on Tenure Track — For each line, report the number of full-time instructional faculty who are non-tenured and are not in positions which lead to consideration for tenure. Also report all full-time instructional faculty for each line if the institution does not recognize tenure.

Column (4) — Total Number of Faculty — For each line, report the sum of columns (1), (2), and (3).

Column (5) — Total Salary Outlay — For each line, report to the nearest whole dollar the total salary outlay for those faculty reported in column (4).

*If this statement applies to ALL instructional faculty at your institution, mark (X) the appropriate exclusion category listed on page 1 of this survey form and return the form.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – SA — Continued

PART A — SALARY CONTRACT LENGTHS — Continued

Part A, Section II: Full-time faculty on 11/12-Month Salary Contracts — Also read the general instructions on the preceding page for Part A before completing this part of the survey form.

The term, 11/12-month salary contract, applies to instructional faculty employed for the entire year. These faculty members are usually employed for 11 months of teaching.

Follow directions for Part A, Section I for reporting data in columns (1) through (5).

Part A, Section III: Full-time faculty on less than 9/10-month salary contracts — Also read the general instructions Part A on page 1 before completing this part of the survey form.

The term, less than 9/10-month salary contract, applies to faculty considered full-time employees that are not in Part A, Sections I or II.

Follow directions for Part A — Section I for reporting data in columns (1) through (5).

PART B — FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY ON 9/10-MONTH AND 11/12-MONTH CONTRACTS, ACADEMIC YEAR 1996-97

Report the projected fringe benefit expenditures which will be paid by the institution, State, and/or local government to full-time instructional faculty during the academic year. Fringe benefits should be reported only for those salaried instructional faculty reported in Part A, column (4) of this survey, EXCLUDING those on other than 9/10-month and 11/12-month contracts (PART A — Section III, line 31).

Fringe benefit expenditures for all instructional faculty (total men and women) on 9/10-month contracts should be reported in Part B, column (1), and the number of faculty covered in column (2). Similarly, the fringe benefits for all instructional faculty on 11/12-month contracts should be reported in Part B, column (3), and the number of faculty covered in column (4).

Fringe benefits are defined as cash contributions in the form of supplementary or deferred compensation other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Expenditures should be reported to the nearest dollar. When an expenditure is reported for a fringe benefit, the number of persons receiving the benefit should also be reported.

Lines 32 and 33 — Retirement plans (Other than Social Security) — Report contributions by the institution, State, and local government toward retirement on lines 32 and 33 according to the vesting provisions of the institution's retirement plan. A vested retirement plan is defined as one in which the full amount of the contribution by institution, State, and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

On Line 32, report contributions toward retirement if they become vested in the faculty member not later than the end of the 5th year of full-time service at the institution and are not lost to the member if the member leaves the institution or moves to another State. If the institution's retirement

vesting provision meets the 5-year criterion, report all contributions to the retirement plan on line 32 even though some faculty members may have been employed less than 5 years.*

On line 33, report expenditures for retirement plans in which the employer's contribution becomes vested in the faculty member after 5 years or only upon retirement.*

Line 34 — Medical/dental plans — Report contributions to insurance plans which provide for hospital, medical, surgical, or dental care.*

Line 35 — Group life insurance — Report expenditures by the institution to support the group life insurance program.*

Line 36 — Other insurance benefits (cafeteria plan) — Report contributions to insurance plans which cannot be reported separately on lines 34 and 35 (hospital, medical, surgical, dental care, and group life insurance) or plans which provide employee selected care options.*

Line 37 — Guaranteed disability income protection — Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of 6 months) not covered in other retirement or insurance plans listed on this form. These payments are not to consist of the accumulation of unused sick leave benefits.*

Line 38 — Tuition plan — Report cash payments and the dollar value of tuition waivers and exchanges for dependents (including spouse) of faculty members to attend another institution or this institution. If the tuition plan is available to all dependents of all faculty members to attend any institution of their choice, mark (X) the "No" box on line 38. If either of these conditions does not apply, mark (X) the "Yes" box one line 38.

The number covered by this benefit should be the number of faculty dependents receiving tuition, rather than the number of faculty members covered by this benefit. If the number of faculty dependents who will receive this benefit in the academic year covered by this report is unknown, apply the tuition benefit to the number receiving the tuition in the previous academic year to derive an estimate.

Line 39 — Housing plan — Report the expenditures in the form of cash payments or subsidies to faculty members for off-campus or institution-owned housing. If faculty members have the option of choosing off-campus housing, mark the "No" box on line 39. If the housing plan only applies to institution-owned housing, mark the "Yes" box on line 39. If the number of faculty members who will receive the housing benefit in the academic year covered by this report is unknown, apply the current rate for this benefit to the number receiving the housing benefit in the previous academic year to derive an estimate.*

Line 40 — Social Security taxes — If covered by Social Security, report the F.I.C.A. taxes calculated at the rate effective January 1, 1996. This amount should include taxes for Medicare and OASDI.*

Line 41 — Unemployment compensation — Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the State.*

Line 42 — Worker's compensation — Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the State.*

*Verify that the number covered in column (2) on this line does not exceed the total reported in Part A, line 15, column (4). Also verify that the number covered in column (4) on this line does not exceed the total reported in Part A, line 30, column (4).

GENERAL INSTRUCTIONS – SA — Continued

Line 43 — Other benefits in kind with cash options — Report personal benefits in kind only if the faculty member has, without the imposition of conditions, the option of taking a cash payment if the person prefers to use the money in some other way. Since the objective is the measurement of income available for personal consumption, as distinct from professional purposes, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.*

Line 44 — Total — Report the sum of expenditures on lines 32—43 for each of columns (1) and (3).

CONFIDENTIALITY OF DATA

The confidentiality of individuals' salaries will be preserved in accordance with Title V, Section 501 (a) of the Education Amendments of 1974 (Public Law 93-380, 93rd Congress, August 21, 1974) which amends Part A of the General Education Provisions Act by adding at the end thereof a new

Section 406 specifically referring to NCES. Section (d)(2) of the Act is cited below.

"The Center shall develop and enforce standards designed to protect the confidentiality of persons in the collection, reporting, and publication of data under this section. This subparagraph shall not be construed to protect the confidentiality of information about institutions, organizations, and agencies receiving grants from or having contracts with the Federal government."

The Freedom of Information Act requires that data retained by the Federal government must be made available to the public so long as the rights to privacy of individuals are not violated. When requested, data collected in this survey will be made available to the public. Data cells containing salary outlays or fringe benefit expenditures for fewer than three individuals will be removed. The data base will contain all of the data items on the report (except those which might identify individuals), as well as the names of institutions submitting the reports.

*Verify that the number covered in column (2) on lines 32—43 does not exceed the total reported in Part A, line 15, column (4). Also verify that the number covered in column (4) on lines 32—43 does not exceed the total reported in Part A, line 30, column (4).

GLOSSARY SALARIES, TENURE, AND FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY — SA

FRINGE BENEFITS EXPENDITURES — Cash contributions (of the institution) in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution.

FULL-TIME INSTRUCTIONAL FACULTY — Instruction/Research staff employed full-time (as defined by the institution) and whose major regular assignment is instruction, including those with released time for research.

HOUSING PLAN (RESTRICTED) — Plans which restrict beneficiaries to choose from only institution-owned housing.

LESS THAN 9/10-MONTH SALARY CONTRACT — The contracted teaching period of faculty employed for other than 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or 11-12 months.

OTHER INSURANCE BENEFITS (Cafeteria Plan) — An insurance plan that gives an employee the option of selecting a combination of health care and insurance benefits (e.g., hospital, medical, surgical, dental care, and group life insurance).

TENURE — Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position.

TENURE TRACK — Status of personnel positions that lead to consideration for tenure.

TUITION PLAN (RESTRICTED) — Plans for dependents (including spouses) of faculty members which restrict the beneficiary to attendance at only the institution where the faculty member is employed.

VESTED RETIREMENT PLAN — One in which the full amount of the contribution by the institution and by the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

9/10-MONTH SALARY CONTRACT — The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent.

11/12-MONTH SALARY CONTRACT — The contracted teaching period of faculty employed for the entire year, usually a period of 11 months.

Part B – FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY ON 9/10 MONTH AND 11/12 MONTH
SALARY CONTRACTS, ACADEMIC YEAR 1996-97

Line No.	Fringe benefits	Faculty on 9/10-month contracts		Faculty on 11/12-month contracts	
		Expenditures (In whole dollars) (1)	Number covered (2)	Expenditures (In whole dollars) (3)	Number covered (4)
32	Retirement plans (other than Social Security) Vested within 5 years	\$		\$	
33	Vested after 5 years				
34	Medical /Dental plans				
35	Group Life Insurance				
36	Other Insurance Benefits (Cafeteria Plan, etc.)				
37	Guaranteed Disability income protection				
38	Tuition plan (Dependents only) Restricted – Mark (X) one box 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No				
39	Housing plan Restricted – Mark (X) one box 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No				
40	Social Security Taxes				
41	Unemployment Compensation				
42	Worker's Compensation				
43	Other Benefits in kind with cash options				
44	TOTAL	\$		\$	